



## Lot Merger Filing Requirements

1. Voluntary lot mergers, also known as lot combinations, involve the elimination of lot lines through the combination of two or more contiguous lots into a single parcel. They are typically pursued with development projects to comply with Zoning and Building Codes with the creation of new buildings that cross existing lot lines.
2. Voluntary lot mergers shall meet the requirements set forth in [LBMC Section 20.22.020](#) regarding contiguous lot ownership.
3. A parcel map will be required when merging five or more lots or parcels. An applicant may file for a waiver of the tentative parcel map.
4. For City Initialed lot mergers, please see [LBMC Section 20.24](#).
5. The following information shall be filed with the completed Planning Permit Application and Lot Merger exhibits:

One copy of a preliminary title report, providing the legal description of the properties included in the application, dated not more than three (3) months prior to submittal of the application.

Signatures of all record owners included in the application.

Legal description of parcel(s). Each parcel proposed for merger shall be described separately.

Site plan or map legibly drawn to a scale of sufficient size to show full detail, including the information:

A lot merger shall be prepared by a qualified California civil engineer or a California licensed surveyor in accordance with these regulations. Civil engineers with licenses prior to January 1, 1982 (with a license number before 33966) are authorized to practice all land surveying and engineering surveying.

A lot merger plat shall be drawn to a scale of sufficient size to show full detail, on a minimum sheet size of 8½" x 11", and include the following information:

Boundary information necessary to determine the lot merger. A field survey shall be necessary. After a field survey is performed, traverse calculations, monument notes and boundary establishment explanations must be included. The site plan shall be consistent with the current California Building Code Section 107.2.5 stating a site plan shall have an

accurate boundary. A record of survey may be required in accordance with Business and Professions Code section 8762.

Basis of Bearing statement that includes the bearing of a line shown on the plat.

Written legal description of existing and proposed parcel with wet signature and seal of Licensed Land Surveyor (L.S.) or qualified Registered Civil Engineer (R.C.E.).

Engineer's or Surveyor's certificate with seal, address and telephone number, registration or license number of engineer or surveyor who prepared the map.

Title "LOT MERGER NO. \_\_\_\_\_."

Vicinity Map with north arrow and scale indicated.

Name, address, telephone number, email address and notarized wet signature of property owner(s).

Plat plan with north arrow and scale.

Location, width, names, and purpose of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within and adjacent to the subdivision; all existing and proposed utilities including size of gas and water lines and the size and grade of sewer lines, location of manholes, valve lids, fire hydrants, street trees, and streetlights.

Names of the owners and the Assessor Parcel Numbers of properties adjacent to the parcel(s) involved.

Distinct line type indicating existing boundary and property line(s) to be eliminated as a dashed line with dimensions and keyed to a legend.

Proposed boundary to be shown as a solid line.

The net or total area (square feet) of the proposed lot(s) and the area of each existing lot.

The dimension of each boundary of each proposed lot.

The location of all existing buildings and structures and their uses, the distance between said buildings and structures, displayed or labeled to one hundredth of a foot, and the minimum distance between each building or structure and the established boundary of the proposed lot on which it is located.

Location of all railroads, drainage courses, all natural or man-made obstacles, and an indication of any physical restrictions or conditions in the subdivision which affect the use of the property.

A statement of the existing zoning and the proposed use of each lot.

As determined necessary by the Planning Department, dimensions of existing buildings or structures, natural or man-made features and perpendicular distances to the property lines for the purpose of identifying encroachments or indicating setbacks. Such features may include curb cuts, driveways, sidewalks, fences, walls, utility poles, vaults, meters, surface drainage, etc.

A legend that defines line types and symbology.

Utilize legible fonts no smaller than one-tenth of an inch in size.

The legal description shall be entitled "EXHIBIT A" "LEGAL DESCRIPTION" and shall be displayed in a bold font no less than three tenths of an inch in size at the top center of the page.

The plat shall be entitled "EXHIBIT B" "PLAT" and shall be displayed in a bold font no less than three-tenths of an inch in size at the top center of the page.

Show the proposed boundary as a heavy solid line with dimensions.

Indicate the tract lot and block numbers, underlying deed recording information, and the Assessor's Parcel Numbers of properties adjacent to the parcel(s) involved.

Topographic information with reference to the source of the information.

6. The subdivider shall file copies of drawings, statements, and other data with the Community Development Department as applicable to the proposed lot merger, including, but not limited to the following:

Easement documents (if any) and reference maps. Applicant(s) must also submit proof that each affected lot was created legally. The following are legal lots:

Lots created by Parcel Map or Tract Map

Lots created or intended to be created by metes and bounds or exception clause (s) prior to March 4, 1972.

Lots created by records of survey recorded prior to April 4, 1952. A Certificate of Compliance or a Parcel Map will be required if any of the affected lots do not meet the above criteria.

A Certificate of Compliance or a Parcel Map will be required if any of the affected lots do not meet the above criteria.

7. For more information on processing, please see [LBMC Chapter 20.22](#).

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at [longbeach.gov/lbcd](http://longbeach.gov/lbcd) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.