



## City of Arcata Community Development Department

736 F Street • Arcata, CA 95521

Phone: (707)822-5955 • Fax: (707)825-2029

[www.cityofarcata.org](http://www.cityofarcata.org)

# PARCEL MERGER

## OVERVIEW

A parcel or parcels may be merged with a contiguous parcel held by the same owner if any one of the contiguous parcels does not conform to standards for minimum parcel size as identified by the Land Use Code and if all of the requirements of Subdivision Map Act Section 66451.11 are satisfied. Parcels may also be merged in compliance with Map Act Sections 66499.20-1/2, or 66499.20-3/4; provided that a merger in compliance with Map Act Section 66499.20-3/4 shall require the recordation of an instrument evidencing the merger in the same manner as required by Map Act Section 66499.20-1/2.

A Parcel Merger must be consistent with state law (Subdivision Map Act) and the City's Land Use Code §9.84.060, and follow applicable procedures. A proposed Parcel Merger involving property in the Coastal Zone also requires Coastal Development Permit approval in compliance with Land Use Code Section 9.72.030, prior to approval of the Parcel Merger, except where the site is in a Categorical Exclusion area as defined by the Coastal Act.

## HOW TO APPLY

Parcel Merger applications are available at the Community Development Department, or on the Department's website at [www.cityofarcata.org](http://www.cityofarcata.org). Staff can assist you with the materials needed for a complete application packet; however, most maps are prepared by an engineer or surveyor. Submit the completed application packet along with the application fee to the Department for processing.

## THE PROCESS

### Step 1: Application Filing

Once your application has been submitted and fees collected, Staff will perform an initial application review for completeness. Should your application be found incomplete, you or your designated agent will be contacted and advised what items must be submitted before processing can continue.

### Step 2: Department and Agency Referrals

Once your application has been accepted as complete, the assigned planner will send copies of your application materials to other City departments and public agencies having jurisdiction or authority over your project. If the responding Departments or agencies identify issues to be resolved prior to the continued processing of your application, or if additional information is required by those Departments or agencies, you or your designated agent will be advised as to what is needed.

**Step 3: Decision by the Community Development Director**

Parcel Mergers are acted upon administratively by the Community Development Director (Director). After consultation with the City Engineer, the Director will approve the Parcel Merger provided that the resulting parcels will conform to the general plan, any applicable specific plan and/or coastal plan and the Land Use Code.

**Step 4: Appeals**

Director actions are appealable to the Planning Commission by you as the applicant, or any other adversely affected person. Appeals to the Planning Commission must be filed with the Community Development Department within 10 calendar days of the actual date of the final decision. Appeals must be submitted in writing and be accompanied by the required fees.

**Step 5: Finalizing and Recording Parcel Mergers**

After City approval, the applicant is responsible for recording the approval documents and paying the necessary County Recorder fees for recording the Parcel Merger in compliance with the Map Act.

**TIME LIMITS AND EXPIRATION**

Once your Parcel Merger is approved, you have 12 months to record the approval documents with the County. If the approval documents cannot be recorded within the initial 12 month period, you may apply for an extension. An extension request must be in writing and filed with Community Development Department on or before the date of expiration of the approval with the required filing fee.

## Parcel Merger Application Checklist

Visit the Community Development Department page at [www.cityofarcata.org](http://www.cityofarcata.org). Select the Land Use Code from the menu and then see § 9.84.060 for complete Parcel Merger regulations.

Talk with Arcata Community Development Department Planning Staff to determine which of the following items must be submitted along with a completed and signed application form. **Incomplete or inaccurate information will cause a delay in permit processing.**

- Application form with signatures of all owners of the affected parcels.
- Application fee deposit as indicated on the application form.
- Eight (8) copies of a site plan clearly and legibly drawn on one sheet containing the following information:
  - Proposed new lines and lines to be eliminated (show lines to be eliminated as dashed)
  - Lot areas before and after merger.
  - Location of all on-site easements and adjoining public rights-of way.
  - Location and use of all buildings, with setbacks to existing and proposed lot lines shown.
  - Location of all utilities, including gas, electrical, telephone, water, sewer and cable television.
- A preliminary title report, six (6) months of age or less, prepared by a Title Company, for each parcel proposed to be merged. The report shall identify the ownership of the properties, legal descriptions and all easements affecting the lands proposed for merging.

Subject to changes or additions at any time. Applications may require additional information for continued processing.