

NAME _____
 STREET ADDRESS _____
 CITY, STATE, ZIP _____

RECORDING REQUESTED BY: _____

WHEN RECORDED, MAIL TO:
 City of Millbrae
 Engineering Division
 621 Magnolia Avenue
 Millbrae, CA 94030

(SPACE ABOVE THIS LINE FOR RECORDERS USE ONLY)

**NOTICE OF LOT MERGER
 (only for 4 or fewer parcels)**

NOTICE IS HEREBY GIVEN that, pursuant to Government Code Section 66499.20-3/4 and upon application of the undersigned owner(s) of record, the following lot merger is hereby approved by the **City of MILLBRAE**.

All real property (the separate parcels of land to be merged) described as follows:

are hereby merged and made a part of the following described parcel of real property:

I/We, as owner(s) of record, hereby acknowledge my/our consent to the above described lot merger:

_____	_____	_____
signature	print name	date
_____	_____	_____
signature	print name	date

Approved by the **City of MILLBRAE**

Community Development Dept., Planning Div.	Public Works Dept., Engineering Div.
City Planner: _____	City Engineer: _____
signature	signature
date	date

INSTRUCTIONS FOR PROCESSING THIS FORM

The Lot Merger process is for the sole purpose of merging up to four contiguous parcels, already under the same legal ownership, into one new parcel of land. The effect of a Lot Merger is to combine parcels without the need for a Parcel Map. A Lot Merger CANNOT result in any change in cumulative land area nor any changes in pre-existing easements.

- 1) Applicant hires a licensed land surveyor to prepare a "plot plan" and boundary descriptions of the existing parcels.
 - a) The plot plan must depict ALL of the following:
 - all existing property lines
 - all proposed property lines
 - all existing structures on all parcels (including walls, fences, swimming pools, decks, driveways, walkways, and similar features)
 - b) The boundary descriptions must include the existing perimeters of all parcels to be merged and the proposed perimeter of the resulting new parcel
- 2) Applicant submits a completed Application for Planning Action form (with the appropriate fee), 2 copies of the plot plan, 2 copies of the boundary descriptions, 2 copies of the grant deed for each lot to be merged to the Community Development Department.
- 3) Planning staff evaluates the proposal for compliance with applicable General Plan and zoning requirements and, if compliant, signs the request form and forwards the Lot Merger and 1 copy of the plot plan, 1 copy of the boundary descriptions, and 1 copy of the grant deeds to the Engineering Division.
- 4) Engineering staff forwards the plot plan and boundary descriptions to County staff for confirmation of survey closure. Upon receipt of confirmation, Engineering staff signs the request form and forwards it to the Planning Division.
- 5) Planning staff informs the applicant of the approval and forwards all documentation to the applicant.
- 6) Applicant files the approved Lot Line Adjustment at the San Mateo County Recorder at 555 County Center, 1st Floor; Redwood City, CA 94063-1665; (650) 363-4713.
- 7) After recordation, County staff mails the original recorded and approved request to the City (Engineering Division).
- 8) Engineering staff forwards all documents to the Planning Division.
- 9) Planning staff forwards original to applicant and files a copy in the address file of the merged parcel.