



City of Santa Barbara
Public Works Department
**CERTIFICATE OF VOLUNTARY
MERGER**

The Subdivision Map Act (Sec. 66499.20 3/4) and Santa Barbara Municipal Code 27.30 (if a Record of Survey is Required) allows voluntary merger of contiguous parcels under common ownership without reversion to acreage. Requires recordation of an instrument evidencing the merger.

At the time of application, the Applicant shall submit the following to the Public Works Department Engineering Counter at 630 Garden Street:

- Completed City Master Application with request for Voluntary Merger
- Certificate of Voluntary Merger Fee, per Resolution.
 - 2 Lots/Units *See current fee reso*
 - 3-5 Lots/Units *See current fee reso*
 - 6 Lots/Units or more *See current fee reso*

Provide 4 copies of all referenced documents:

- Current title report (within 3 months of application) or grant deed for each and every parcel being merged or for the merged parcel.
- A description of the merged parcel, wet-signed and stamped and signed by a licensed surveyor stating they have reviewed and approved the legal description of the parcel being created. The new legal description should contain deed references, “tying” it to adjacent parcels. If there are any questions as to the adequacy of the new legal description, a Record of Survey may be required (See SBMC 27.30 Monumentation).
- Survey closure calculations prepared by a licensed surveyor for each existing lot and merged lot.
 - Provide gross area and closure calculation of each lot
 - Provide gross area and closure calculation of new parcel
- Accurate and legible 8½” x 11” Merger Exhibits: Exhibit A, existing lots; Exhibit B, new lots; and Exhibit C, provided by surveyor, including existing property boundaries (distances and bearings), lot lines to be obliterated, and adjacent roadways (see sample on page 3).
- Identify all adjacent properties on Merger Exhibit, identified as “For Informational Purposes Only”, with Assessor Parcel Number, record of survey number, parcel/final map number, or official record instrument number.

- ❑ If any of the properties to be merged are financed, the Applicant shall get a "Consent to Voluntary Merger" form signed off from owners of beneficial interests (see sample on page 4). Obtain signature of Trustee, pursuant to request of Beneficiary, for each deed of trust.

NOTE: If requested by the licensed surveyor or the Public Works Director, a Record of Survey (SBMC 27.30) shall be required to be filed concurrently with the Certificate of Voluntary Merger document, or the owner shall be required to obtain a title insurance policy for the adjusted parcels to ensure no "overlaps or gaps". The County Surveyors Office reviews and signs the Records of Survey prior to the City Engineer's signature.

Voluntary Merger Processing Steps:

1. City Land Development staff reviews the documents, assembles submitted information into the Certificate of Voluntary Merger packet and returns the Certificate with Exhibits attached to the applicant for notarized signature by the owner(s).
2. The executed Certificate of Voluntary Merger packet is returned to Public Works Counter, c/o Land Development staff.
3. Certificate of Voluntary Merger is signed by the City Engineer and notarized.
4. Public Works Staff records the document at the County Clerk-Recorder's office.
5. The original, recorded document is returned to the City Engineer.
6. Clerical or Engineering staff enter the recording information in Tidemark.
7. A copy of the document can be obtained at the County Clerk-Recorder's office or the City can send a copy to the owners upon request.
8. Original recorded document sent to Building and Safety Records Division for scanning and filing.

**The above addresses Public Works Department concerns and requirements.
Other City Divisions/Departments may have additional requirements.**

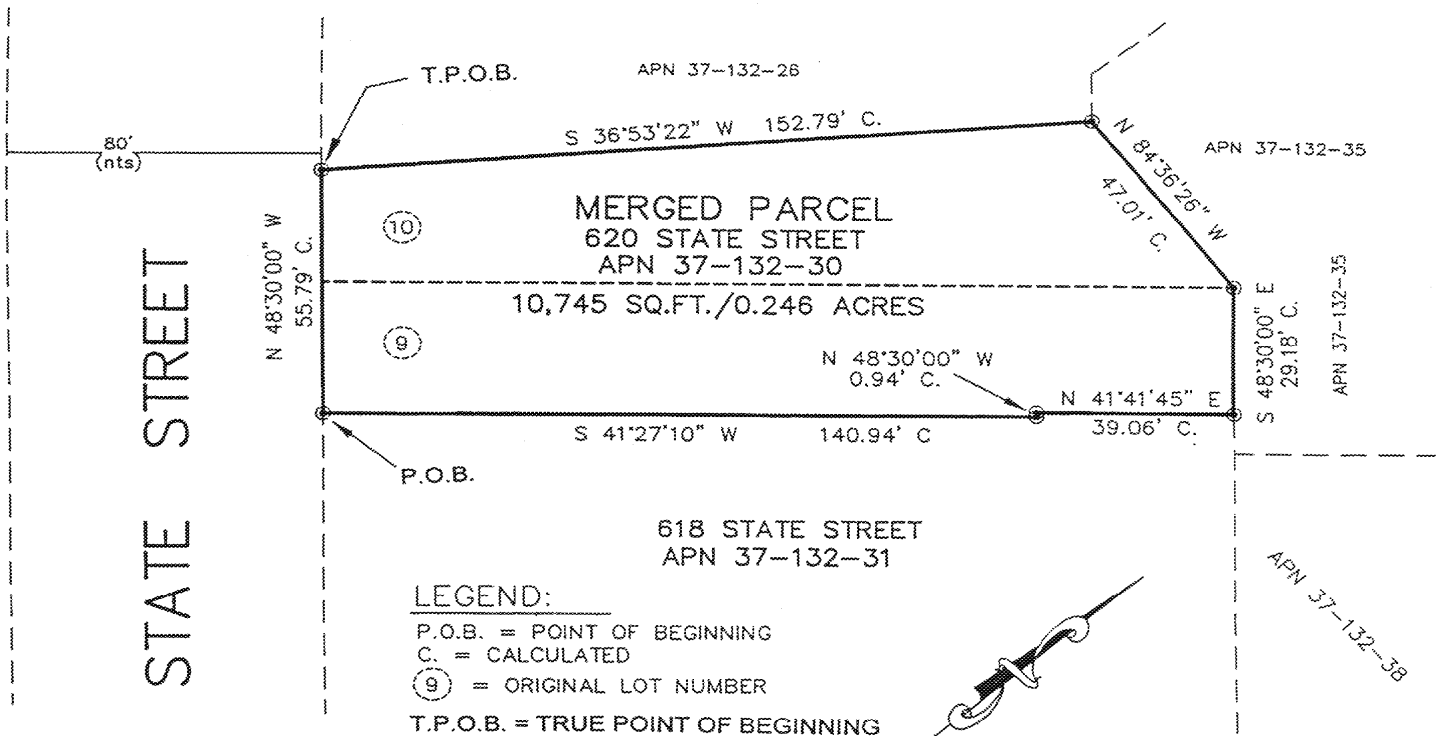
For information call (805) 564-5388

City of Santa Barbara Public Works Department

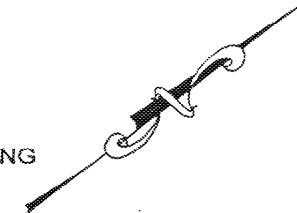
630 Garden Street, Santa Barbara, California, 93101

H:\Group Folders\ENGR\Land Development-Real Property\LandDev\Handouts\Certificate_of_Voluntary_merger_-_Handout.doc

8/15/2011



LEGEND:
 P.O.B. = POINT OF BEGINNING
 C. = CALCULATED
 (9) = ORIGINAL LOT NUMBER
 T.P.O.B. = TRUE POINT OF BEGINNING



COMPANY NAME OR LOGO

SCALE: 1' = 30'
SAMPLE

Signature _____ DATE _____
 NAME PRINTED _____

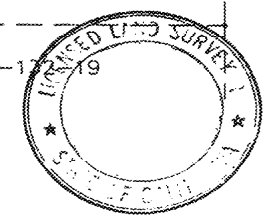


Exhibit C-1 For Informational Purposes Only

TRUSTEE'S CONSENT TO VOLUNTARY MERGER

_____ and _____, is/are the Trustee(s) under the Deed of Trust dated _____ (the "Deed of Trust") executed by _____, and recorded _____ as Instrument No. _____ in the Official Records of the Office of the County Recorder for the County of Santa Barbara, State of California. The Deed of Trust encumbers the real property described in the attached Certificate of Voluntary Merger (the "Certificate") dated _____. Pursuant to the request of the Beneficiary of the Trust Deed, Trustee does hereby consent to the execution and recordation of the Certificate, and agrees that upon recordation of the Certificate, the Trustee's and Beneficiary's interests in said real property (i) shall be subordinate to the Certificate and (ii) shall apply to the entire merged parcel rather than merely a portion of the merged parcel.

TRUSTEE:
Name of Trustee

By: _____
(Type or Print Name and Title)

(Signature)

(Address)

(Area Code and Phone number)

By: _____
(Type or Print Name and Title)

(Signature)

(Address)

(Area Code and Phone number)

INSTRUCTIONS

This Consent will be recorded. A notary must acknowledge your signature(s). Inform the notary that the acknowledgement is for an instrument to be recorded. (California Civil Code 1169, et seq.)