



# CITY OF ARROYO GRANDE COMMUNITY DEVELOPMENT DEPARTMENT LOT MERGER

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Department. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

FOR STAFF USE ONLY			
DATE SUBMITTED	DATE DEEMED COMPLETE	CHECKED BY	CASE NUMBER

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form. Payment in full of applicable fees for processing the application.
<input type="checkbox"/>	<input type="checkbox"/>	2. Two (2) sets of typed, gummed labels on 8-1/2" x 11" sheets listing the names, addresses, and assessor's parcel number of all <b>property owners</b> within a radius of <b>300 feet</b> of the <b>exterior boundaries</b> of the subject property, along with copies of the applicable assessor's parcel map book pages.
<input type="checkbox"/>	<input type="checkbox"/>	A. The mailing labels can be provided by the Community Development Department for an additional fee.
<input type="checkbox"/>	<input type="checkbox"/>	3. Ten (10) copies of a map (folded to 9" x 12" size) prepared under the direction of and signed by a registered civil engineer or licensed land surveyor and prepared to Public Works drafting standards, and one 8-1/2" x 11" reduction of each sheet showing the following:
<input type="checkbox"/>	<input type="checkbox"/>	A. Existing property lines for each lot or parcel. Existing lot lines that will not remain should be clearly labeled and shown as a dashed line.
<input type="checkbox"/>	<input type="checkbox"/>	B. Existing right-of-ways and names of all abutting streets.
<input type="checkbox"/>	<input type="checkbox"/>	C. Existing street and drainage improvements including curbs, gutters, sidewalks and paving widths.
<input type="checkbox"/>	<input type="checkbox"/>	D. All existing and proposed easements for drainage, public utilities, access or encroachments.
<input type="checkbox"/>	<input type="checkbox"/>	E. All underground structures including septic tanks, leach lines, seepage pits, storm drains and wells.
<input type="checkbox"/>	<input type="checkbox"/>	F. A description of all existing structures including an indication of the distances between structures and between each structure and the nearest existing or proposed property line. Indicate the use of each structure and any that are to be removed.
<input type="checkbox"/>	<input type="checkbox"/>	G. The generalized location of any major topographic or man-made features on the site, such as rock outcrops, bluffs, streams and watercourses, or graded areas. A topographic map may be required by the Community Development Director.
<input type="checkbox"/>	<input type="checkbox"/>	H. The location and dimensions of all parking facilities and driveways for commercial or industrial structures that exist on the property and are to be retained.
<input type="checkbox"/>	<input type="checkbox"/>	4. Two (2) copies of a preliminary title report for the subject properties dated within the last six (6) months.



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<input type="checkbox"/>	<input type="checkbox"/>	5. Any additional information required pursuant to the provisions of the Subdivision Map Act to merge legally created lots, parcels, or units of land.
<input type="checkbox"/>	<input type="checkbox"/>	6. Additional information as required by the Community Development Director.
<input type="checkbox"/>	<input type="checkbox"/>	7. All maps submitted shall be collated and stapled on the short end of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	8. Electronic copies of all document submittals in PDF format on USB or CD. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.