



# Checklist Requirements for Lot Merger Approval & Recordation

City of Sunnyvale | Department of Public Works | Engineering Division

*This CHECKLIST is intended for the Applicant to keep track of items leading up to Recordation. Submission of this Checklist is not required.*

*Lot mergers are authorized in Chapter 18.34 of the Sunnyvale Municipal Code.*

<b>Project Name:</b>		
<b>Project Number:</b>		
<b>ITEMS REQUIRED AT FIRST SUBMITTAL</b>		
<b>Checklist Items</b>	<b>Yes</b>	<b>No</b>
<p><b>Application:</b> Provide a copy of the signed Planning application. The Lot Merger (LM) process begins with the Community Development Department (CDD) but is reviewed by the Department of Public Works (DPW).</p> <p>Provide an executed transmittal letter requesting an LM and the reason for it. Ensure the following statement is included in the last paragraph of the letter, "I hereby certify that the information provided as attached is complete and that the facts, statements and information presented are true and correct to the best of my knowledge and belief."</p> <p>Also provide a notarized letter of authorization from the property owner(s) if the request is not being made by the property owner(s).</p>		
<p><b>Letter from Lender:</b> Obtain notarized letter from the lender for each lot indicating agreement with the proposed lot merger.</p>		
<p><b>Preliminary Title Report:</b> Title report must be dated within 6 months and be for all lots being merged. Include PDF copies of documents referenced in title report such as maps, deeds, and agreements.</p>		
<p><b>Fees:</b> Pay application fees based on City's current master fee schedule.</p>		
<p><b>Topographic Map:</b> Show the following information on the map:</p> <ul style="list-style-type: none"> <li>• Date, title, and scale.</li> <li>• Existing and proposed lot lines, including distance from street centerlines and face of curb.</li> <li>• Existing and proposed lot areas and percent of lot coverage.</li> <li>• Location, width and type of existing and proposed easements (if applicable).</li> <li>• Footprints of existing buildings and structures (including roof overhangs).</li> <li>• Setback dimensions from the existing lot lines and the proposed lot lines.</li> <li>• Location and character of existing utility lines in abutting streets and service laterals to each lot (size and location of water, sewer, storm drain, PG&amp;E, AT&amp;T, fiber optic, etc.).</li> <li>• Location of existing driveways, parking spaces and circulation (including sidewalk and ADA path of travel), required parking counts (including compact and handicapped stalls).</li> <li>• Location of existing trash enclosures (if applicable).</li> <li>• Location, type and trunk size of existing trees.</li> <li>• General slope of the land giving one-half foot contours and/or spot elevations, with benchmarks on City of Sunnyvale's datum (NAVD 88).</li> </ul>		

<p><b>Public Notice:</b> Public Notices shall be provided by the Director of Public Works to the owners of all property within three hundred feet of the property under consideration not more than five days after the application has been found to be complete or has been deemed complete.</p>		
<p><b>Franchise Letters:</b> Obtain approval letters from PG&amp;E, AT&amp;T, and Comcast indicating agreement with the proposed LM.</p>		
<p><b>Legal Descriptions, Plats and Calculations:</b> A registered civil engineer or land surveyor must prepare these, signed and stamped. Must also be accompanied by signed and stamped closure calculations.</p> <p>Exhibit "A" (Legal Description Requirements): The legal description is an 8.5" x 11" metes-and-bounds description of the proposed (adjusted) properties.</p> <p>Exhibit "B" (Plat Requirements): The plat is an 8.5" x 11" map of the existing and proposed properties. The plat must show the following:</p> <ul style="list-style-type: none"> <li>• Lot layout showing the dimension and bearings of each lot. Clearly indicate the new property lines and existing property lines to be removed.</li> <li>• The existing and proposed lot areas (square feet).</li> <li>• Each lot should be numbered or lettered for identification.</li> <li>• Assessor Parcel Numbers of the existing lots.</li> <li>• Location, width and purpose of all existing and proposed easements on the lots.</li> <li>• Names and lines of existing streets that are adjacent to the lots.</li> <li>• Date, north arrow and scale.</li> <li>• Names of the property owners and person who prepared the plat.</li> <li>• One-half-inch (1/2") margins.</li> </ul>		

**Review Process:**

Once all items have been submitted, the City will check if the proposed Lot Merger is in compliance with the general plan, and building and zoning ordinances.

The first review will be thorough and every attempt will be made to mark all deficiencies. The applicant will be notified as soon as the plan check is complete and ready for pickup. The plan check will be returned with a comment letter listing items to be revised prior to approval by the Director of CDD.

The first plan check will take a minimum 15 working days. Subsequent reviews will take a minimum 10 working days.

Three (3) plan checks are included in the Public Works fee. For each additional review, a 10% surcharge fee will apply and be paid at the time of each additional submittal.

After a final check has been made to verify that all corrections have been incorporated, the Lot Merger will be reviewed and signed (notarized) by the Director of CDD or assigned representative.

**Lot Merger Deed:**

By itself, the Lot Merger does not revise the property lines. A Grant Deed is required with the Lot Merger to merge the properties. The Grant Deed is prepared by the Title Company.

**Recordation:**

At the owner's written request, the approved Lot Merger will be released to a designated title company or lawyer to prepare the deed (see above) and record both the plat and deed in the Office of the County Clerk-Recorder of Santa Clara County.

Finally, a copy of the recorded Lot Merger and Grant Deed shall be submitted to the City of Sunnyvale Department of Public Works for internal records.