



MERGER OF PARCELS

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
1810 E. HAZELTON AVENUE, STOCKTON CA 95205
BUSINESS PHONE: (209) 468-3121
Business Hours: 8:00 a.m. to 5:00 p.m. (Monday through Friday)

APPLICATION PROCESSING STEPS

STEP 1 CHECK WITH STAFF - Development Services Staff will explain the requirements and procedures to you.

STEP 2 SUBMIT YOUR APPLICATION - When you apply, file all of the following:

- **FEE** The staff will let you know the current cost of filing an application. Make checks payable to the San Joaquin County Treasurer.
- **FORM** One (1) copy of the completed application information forms (attached) which all owners must sign.
- **SITE PLAN** One (1) copy of a Site Plan (see attached).
- **PROPERTY DESCRIPTION** One (1) copy of a metes and bounds or other acceptable method of description which will legally describe the property once merged. This description will be used when recording the Merger document; therefore, it must be signed and stamped by a Certified Civil Engineer or Licensed Land Surveyor.
- **DEED** One copy of the recorded deed(s) of the properties involved.
- **APPLICATION COMPLETE** Staff will check your application. If anything is missing, you will be notified at that time and processing of the Merger will not start until all required information is submitted.

STEP 3 APPLICATION PROCESSING

- **REFERRALS AND ACTION** Staff will review and approve your application if it conforms to all adopted standards. If the application needs to be modified, you will be so informed.
- **FINAL ACTION** The action of the Staff is final.

STEP 4 CONDITIONS AND ADDITIONAL PERMITS

- **DEED OR PARCEL MAP** The merger shall be recorded with an instrument evidencing the merger of the parcels. This instrument can consist of a Parcel Map prepared by a Registered Civil Engineer or a Licensed Land Surveyor, or a "Merger" document completed and recorded by the Community Development Department. Once you receive a copy of this "Merger" document, a new deed describing the merged parcels should be executed and recorded.
- **SJAFCA ASSESSMENT DISTRICT** **Reapportionment form must be completed and fees paid, if required, prior to the recording of the Merger if the merged properties are within the boundaries of the SJAFCA Assessment District.**



APPLICATION – MERGER OF PARCELS

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

FILE NUMBER: ME- _____

PROPOSED PARCELS			
Parcel Number	Existing or Proposed Use of Parcel	Existing Square Footage or Acreage	Proposed Square Footage or Acreage

SITE IMPROVEMENTS AND SERVICES

Water

Public Water Proposed <input type="checkbox"/>	Service Provider	Annex-Formation Required	Distance to Public Water (Feet)
Existing <input type="checkbox"/>			

Private Water <input type="checkbox"/>	Existing Well <input type="checkbox"/>	New Well <input type="checkbox"/>	Well Replacement <input type="checkbox"/>
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Sewage Disposal

Public Sewage Disposal Proposed <input type="checkbox"/>	Service Provider	Annex-Formation Required	Distance to Public Sewer Facility
Existing <input type="checkbox"/>			

On-site Sewage Disposal <input type="checkbox"/>	Existing Septic System <input type="checkbox"/>	New Septic System <input type="checkbox"/>	Other <input type="checkbox"/>
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Storm Drainage

Public Storm Drainage Proposed <input type="checkbox"/>	Service Provider (if Public)	Annex-Formation Required	Terminal Drainage to:	Detention-Retention Ponds
Existing <input type="checkbox"/>				

Private Storm Drainage <input type="checkbox"/>	On-site Retention Pond(s) <input type="checkbox"/>	Natural Drainage/No Change <input type="checkbox"/>	Other <input type="checkbox"/>
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San Joaquin Area Flood Control Agency (SJAFCA) Assessment District	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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AUTHORIZATION SIGNATURES

ONLY THE OWNER OF THE PROPERTY OR AN AUTHORIZED AGENT MAY FILE AN APPLICATION.

I, the Owner/Agent agree, to defend, indemnify, and hold harmless the County and its agents, officers and employees from any claim, action or proceeding against the County arising from the Owner/Agent's project.

I, further, certify under penalty of perjury that I am (check one):

- Legal property owner (owner includes partner, trustee, trustor, or corporate officer) of the property(s) involved in this application, or
- Legal agent (attach proof of the owner's consent to the application of the property's involved in this application and have been authorized to file on their behalf., and that the foregoing application statements are true and correct.

Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____
Print Name: _____	Signature: _____	Date: _____

SITE PLAN CHECK LIST

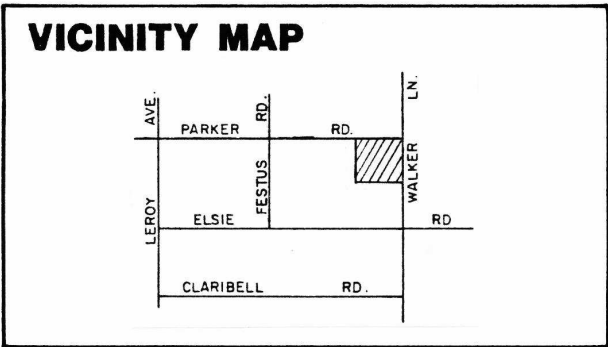
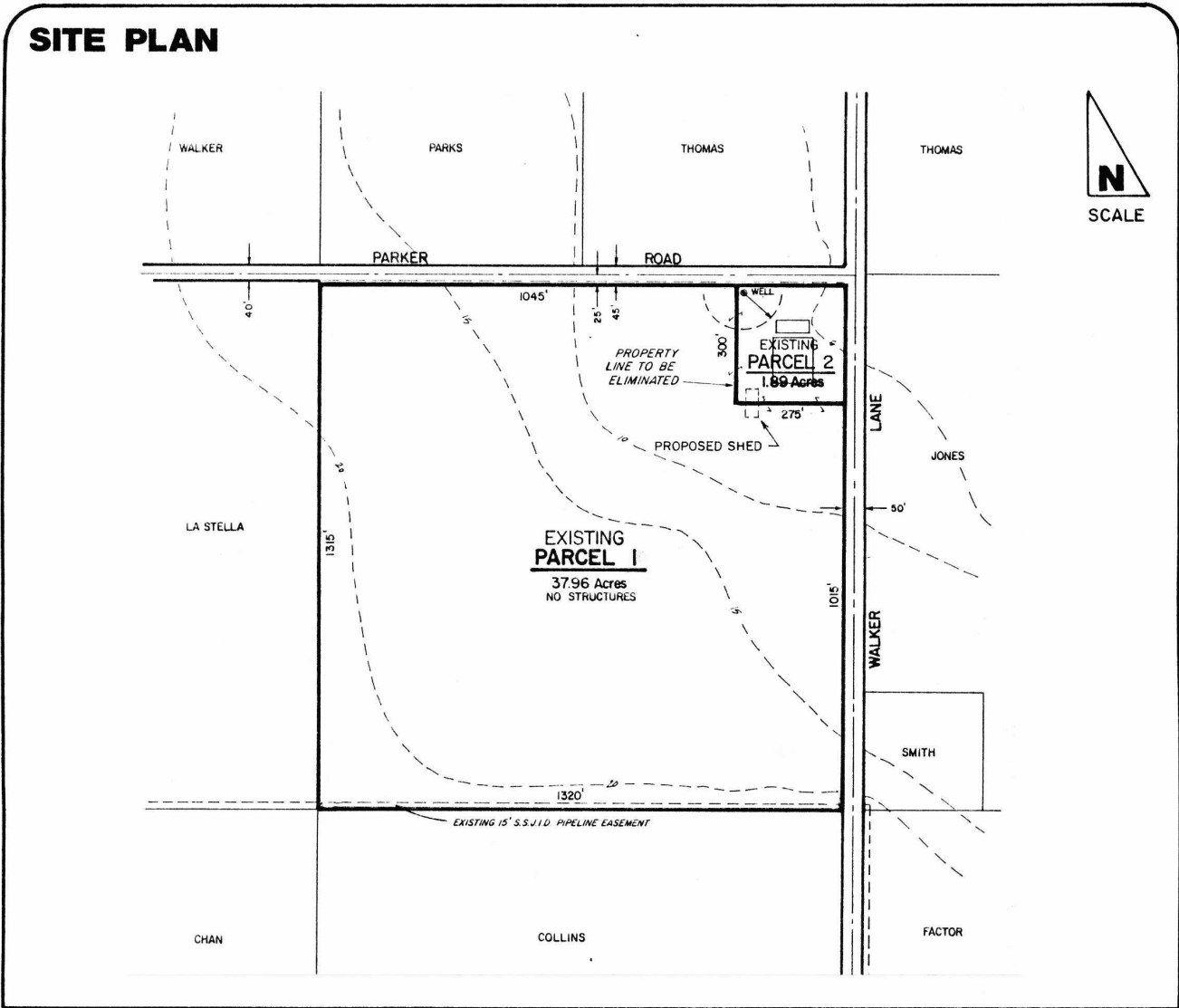
SITE PLAN CHECK LIST

- **Size:** The Site Plan must be drawn on minimum 18" x 24" reproducible material.
- **North Arrow, Date and Scale:** Use an engineer's scale (i.e., 1" to 20' or 1" to 40', preferred). The direction of "north" should be pointing towards the top of the page.
- **Streets and Easements:** Location and names of all streets and easements bordering on the property with access details.
- **Property Lines:** All property lines or boundary lines of the parcel with dimensions.
- **Vicinity Map:** A vicinity map showing the location of the property in relation to surrounding streets.
- **Names and Signatures:** Name, signature, address and telephone number of the owner. The name, address and telephone number of the owner, surveyor or engineer filing the map.
- **Contour Lines:** Contour lines or spot elevation relative to mean sea level datum.
- **Dedications:** Improvements and easements to be dedicated to the County.
- **Existing and Proposed Development:** All existing structures (labeled 'existing') and any proposed structures (labeled 'proposed') with dimensions, square footage and distances from other structures and property lines. Any existing structures planned for removal should be shown with dashed lines. The use and number of floors should be labeled on each structure.
- **Parking and Driveways:** The location, dimensions and surface material of all existing and proposed parking and driveways.
- **Water Wells:** The location of existing and proposed water wells on-site and any off-site wells within 150' of the proposed development. Wells must meet the following setbacks:
 - 5' from structures;
 - 50' from septic tanks;
 - 100' from leach lines;
 - 150' from sumps or seepage pits; and
 - 10' from property lines.If public water will be utilized, a "will-serve" letter must be submitted from the service provider.
- **Sewers and Septic Tanks:** The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems including leach field areas and any off-site sewage disposal systems within 150' of the property.
Septic tanks must meet the following setbacks:
 - 5' from property lines, structures, driveways and swimming pools;
 - 50' from water wells.Leach lines must meet the following setbacks:
 - 10' from structures, driveways and swimming pools;
 - 100' from wells, streams and waterways.
 - 5' to 75' from property lines depending on zoning or the location of septic systems on adjoining properties (this requirement also applies to seepage pits).If public sewage disposal will be utilized, a "will-serve" letter must be submitted from the service provider.
- **Storm Drainage:** The location of existing and proposed storm drainage facilities (check with Engineering staff regarding design criteria). If subject to flooding, the 100-year flood elevations must be shown. Indicate any unusual topographic features of the site (e.g. steep slopes, or drainage courses).
- **Watercourses:** The location of existing watercourses and the extent of any levee, with toe and crown indicated.
- **Flooding:** **The area subject to flood from an Intermediate regional flood and depth of flood waters, if applicable. Proposed method of flood protection if property is subject to inundation from an Intermediate regional flood or other flood hazard.**

SITE PLANS MUST BE COMPLETE AND LEGIBLE

- Before applying, check your Site Plan to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff review your draft Site Plan prior to having copies run.
- Faint prints and light blue lines will not be accepted because they cannot be reproduced or microfilmed.

SAMPLE SITE PLAN



NOTES

- PARCELS "1" AND "2" ARE TO BE COMBINED
- A FARM EQUIPMENT SHED WILL BE CONSTRUCTED OVER THE EXISTING SOUTHERLY PROPERTY LINE
- ASSESSOR PARCELS - 123-456-70 & 79
- WATER - WELL
- SEWAGE - SEPTIC TANK
- NOT SUBJECT TO FLOODING

Owner's Name BOB JONES
 Address 900 E. PARKER RD.
 City ANY TOWN Phone 777-6777
 Property Address 900 E. PARKER RD
 Signature Bob Jones

Proposed Use FARM EQUIPMENT
SHED

OFFICIAL USE ONLY
 FILE _____
 ACCEPTED BY _____
 DATE _____

SJAFCA

San Joaquin Area Flood Control Agency (Flood Protection Restoration Assessment District)

TO: Applicant

SUBJECT: Reapportionment Process for SJAFCA Assessment District

Parts 10 and 10.5 of the California Streets and Highways Code require an apportionment of the assessment lien every time a parcel split or transfer of ownership (usually relative to lot line adjustments) occurs to a parcel, or a portion of such parcel, within a 1915 Act Assessment District. The debt associated with the retired parcel must be reallocated to the newly created parcels.

In order to determine if your parcel(s) fall within the boundaries of the SJAFCA Assessment District and/or if there is a current remaining lien that is subject to the reapportionment process, you will need to contact SJAFCA's agent, MuniFinancial, directly. Contact information is listed below:

Jenifer Sorsteen
MuniFinancial
27368 Via Industria, Suite 110
Temecula, CA 92590
Email: JeniferS@muni.com
Direct Telephone: 1-951-587-3534
FAX: (888) 326-6864