



CITY OF EUREKA COMMUNITY DEVELOPMENT DEPARTMENT

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Merger

Overview

A Merger is the joining of two or more adjacent parcels into one new parcel. Mergers are subject to the provisions of the Subdivision Map Act and, when the property is located in the Coastal Zone, require a Coastal Development Permit.

How to Apply

Merger applications are available at the Community Development Department, 3rd floor, City Hall, or on the Department's website at www.ci.eureka.ca.gov. Staff can assist you with the materials needed for a complete application packet. Once you have put together a complete application packet, return the application packet along with the application fee to the Department for processing.

The Process

Step 1: Application Acceptance, Department Review

Once your application has been submitted and fees collected, Staff will perform a preliminary review of the application to determine if the application is complete. Should your application be found incomplete, you or your agent, if you have designated one, will be contacted and advised what items must be submitted before processing can continue. You will have 120 days from the date of the contact (e.g. letter, telephone call, e-mail) to submit the requested material, or the review of your project will expire unless an extension is granted prior to the expiration. Once expired, a new, complete application, including all supplemental material and a full fee is required to re-initiate the review process.

Step 2: Staff Review

Once your application has been accepted as complete, the assigned planner will send copies of your application materials to the Engineering Department for their review. If Engineering identifies issues that must be resolved prior to the continued processing of your application, or if additional information is required by Engineering, you or your agent, if you have designated one, will be contacted and advised of what is needed.

Once the Engineering Department has concluded their review of your Merger, Staff will prepare the Notice of Merger.

Step 3: Decision by the Community Development Director

Mergers are acted upon administratively by the Director of Community Development. Once the Director approves or conditionally approves the Merger, you, or your agent will be contacted to provide a check to the Community Development Department, made payable to the Humboldt County Recorder for the recording fees. Once the check is received, Community Development will record the document at the Office of the Recorder. A conformed copy and the receipt will be sent to you. Once the original document is returned to Community Development from the Recorder's office, the original will be sent to you.

How to Get Help

Call, e-mail or visit the Community Development Department; we are available to discuss your project with you. You may also wish to hire a consultant, such as an architect, engineer, land surveyor, or professional planner to assist you; a listing of qualified professionals is available in the yellow pages of the phone directory.

Supplemental Application Form

Please complete the information below by checking the appropriate boxes and attaching additional sheets for the supplemental information as necessary. If you have questions regarding this Supplemental Application Form, the application process, or general planning questions, please do not hesitate to contact the Community Development Department at the address and phone number shown above. Office hours are Monday - Friday 8 a.m. - noon and 1 p.m. - 5 p.m.

1. Provide the following information:	Done	N/A
(a) A Site Plan prepared by a licensed professional at 1"=20' scale (no floor plans or elevations necessary). The site plan must also include the following:	<input type="checkbox"/>	<input type="checkbox"/>
(i) Proposed new lines and lines to be eliminated (show lines to be eliminated as dashed).	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Lot areas before and after merger.	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Location of all on-site easements and adjoining public rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Location of all public improvements.	<input type="checkbox"/>	<input type="checkbox"/>
(v) Location of all utilities, including gas, electrical, telephone, water, sewer, and cable television.	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Location of all existing structures, fences, and trees.	<input type="checkbox"/>	<input type="checkbox"/>
(b) A Preliminary Title Report (PTR) prepared by a Title Company. The PTR shall be no older than six (6) months from the date the lot line adjustment application is submitted to the Community Development Department.	<input type="checkbox"/>	<input type="checkbox"/>
(c) A legal description of the resultant parcel, prepared by a licensed professional.	<input type="checkbox"/>	<input type="checkbox"/>