



**City of Los Banos**  
Planning Department  
520 J Street  
Los Banos, CA 93635  
Phone: (209) 827-7000 Ext 118  
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## **Parcel Merger Submittal Requirements**

- 1. Completed Application
  - a. If the applicant is not the property owner(s), the property owner(s) shall designate the applicant as the authorized agent to act on his or her behalf by way of a signed, dated and notarized statement and both (or all) shall sign the application.
- 2. Fee as listed on Fee Schedule.
- 3. Cost Recovery Contract.
- 4. Evidence of property ownership, e.g. deed, title insurance policy
- 5. Maps – (see numbers below) Containing the following information:
  - a. A key or location map on which shall be shown the general area including adjacent property, subdivisions and roads.
  - b. Legend including:
    - i. Date, north point, scale and sufficient description to define location and boundaries of the proposed map.
    - ii. Name, address, phone and fax of recorded owner or owners, subdivider and engineer or surveyor who prepared the map (maps must be stamped and signed with a valid stamp).
    - iii. Acreage of proposed tract to the nearest tenth of an acre.
  - c. Lot layout, lot numbers and dimensions of each lot.
  - d. Identify land uses on surrounding properties.
  - e. The outline of any existing buildings (delineating if they are to remain) in their locations with pertinent dimensions in relation existing street or lot lines.
  - f. Location, size and type of all existing trees over 4” in diameter on the property, delineate any to be removed. Where stands of trees are located, individual trees need not be shown but may be shown as a group.
  - g. The locations and names of all existing roads, streets, highways and right-of-ways in and adjacent to the proposed map, both public and private.
  - h. Sufficient elevations or contours to determine the general slope of the land and the high and low point thereof.
  - i. The widths, location and purposes of all existing and proposed easements.
  - j. At least two (2) points shown on the map shall be tied to the California State

Plane Coordinate System (1983 NADatum) providing sufficient data is available within one mile of the subdivision and providing the points can be occupied. If sufficient data is not available within one mile, the subdivision shall be tied into a section corner, quarter section corner, lot or block corner of an original subdivision, or any other corner acceptable to the City Engineer. Said tie shall also show the relationship of the subdivision to the section line or lot line and may be calculated from record.

- 6. Twelve (12) sets of the map not less than 18"x 26", nor greater than 32"x 42" in size. Scale of 1" = 100' for large areas, or a scale of 1" = 40' for small areas. All maps shall be folded to a size of approximately 8.5"x 11".
- 7. Eight (8) sets of maps reduced to 8.5"x 11".
- 8. Ten (10) sets of the map reduced to 11"x 17".
- 9. Site photos showing site and surrounding properties labeled clearly.
- 10. Electronic Package of Entire Submittal on CD

**FOR YOUR INFORMATION:** Staff may deem additional submittal information such as a noise study, biological assessment, parking study, soils report, drainage report, arborist report, sight line analysis or infrastructure calculations or master plans necessary to adequately analyze the project, complete environmental review or make recommendations to the Elected or Appointed Officials.