



City of
Los Banos
At the Crossroads of California

Community & Economic
Development Department
520 J St.
Los Banos, CA 93635
Phone: (209) 827-7000 ext. 2432
www.losbanos.org

PARCEL MERGER PROCESS SHEET

I. What is a Parcel Merger?

- a. A merge between contiguous parcels of land under common ownership

II. Review Process

- a. A complete application is submitted to the Community & Economic Development Department
- b. Community & Economic Development Department determines completeness within ten (10) business days
- c. Application is discussed at the next available Project Review Board (PRB) meeting
- d. If there are no outstanding issues, forwarded to Engineering Division for processing

III. Engineering Process

- a. Plan-checked for conformance with the Subdivision Map Act
- b. Applicant prepares Certificate of Compliance
- c. Certificate is signed and stamped by City Engineer
- d. Certificate and Grant Deed reflecting the merger are sent to Merced County Recorder's Office for recordation



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PARCEL MERGER SUBMITTAL REQUIREMENTS

- Completed Application
 - 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.
- Application fee
- Cost Recovery Contract
- Completed Environmental Checklist
- Evidence of property ownership, e.g. deed, title insurance policy
- Maps – (see numbers below) Containing the following information:
 - A key or location map on which shall be shown the general area including adjacent property, subdivisions and roads
 - Legend including:
 - Date, north point, scale and sufficient description to define location and boundaries of the proposed map
 - 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)
 - Acreage of proposed tract to the nearest tenth of an acre
 - Lot layout, lot numbers and dimensions of each lot.
 - Identify land uses on surrounding properties.
 - 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
 - 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.
 - The locations and names of all existing roads, streets, highways and rights-of-way in and adjacent to the proposed map, both public and private
 - Sufficient elevations or contours to determine the general slope of the land and the high and low point thereof
 - The widths, location and purposes of all existing and proposed easements
 - 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.

- 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
 - Scale of 1" = 40' for small areas
 - All maps shall be folded to a size of approximately 8.5"x 11"
- Eight (8) sets of maps reduced to 8.5"x 11"
- Ten (10) sets of the map reduced to 11"x 17"
- Site photos showing site and surrounding properties labeled clearly
- Electronic package of entire submittal on CD or flash drive

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



Uniform Application

In order for Applications to be deemed complete under California Government Code Section 65943, the following items must be provided:

1. Completed Uniform Application
2. Development Plans as required by Submittal Requirements
3. Appropriate Filing Fee

GENERAL REQUIREMENTS (Print Clearly or Type)		
Property Owner's Name:		(staff use only)
Address:		File No.:
Home/Cell No.:	Work No.:	Related Files:
E-mail Address:	Fax No.:	
Applicant's Name:		Date Rec'd:
Address:		Rec'd by:
Home/Cell No.:	Work No.:	Fees Paid:
E-mail Address:	Fax No.:	Receipt No.:
Representative's Name:		Approved by:
Address:		Date Approved:
Home/Cell No.:	Work No.:	Resolution No(s).:
E-mail Address:	Fax No.:	

Please Note: If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.

TYPE OF APPLICATION (check all that apply)	
<input type="checkbox"/> Administrative Permit (AP)	<input type="checkbox"/> Mobile Food Vendor Permit (MFVP)
<input type="checkbox"/> Annexation (ANX)	<input type="checkbox"/> Planned Development Reclassification (PDR)
<input type="checkbox"/> Appeal	<input type="checkbox"/> Pre-zone
<input type="checkbox"/> Area Plan	<input type="checkbox"/> Rezone (ZC)
<input type="checkbox"/> Block Party Permit	<input type="checkbox"/> Sign Review (SR)
<input type="checkbox"/> Conditional Use Permit (CUP)	<input type="checkbox"/> Site Plan Review (SPR)
<input type="checkbox"/> Cottage Food Operations (CFO) Permit	<input type="checkbox"/> Special Events Permit (SEP)
<input type="checkbox"/> Donation/Collection Bins Permit	<input type="checkbox"/> Temporary Uses Permit (TUP)
<input type="checkbox"/> Farmers' Market Permit	<input type="checkbox"/> Tentative Parcel Map (TPM)
<input type="checkbox"/> Final Development Plan (FDP)	<input type="checkbox"/> Tentative Tract/Subdivision Map (TTM)
<input type="checkbox"/> General Plan Amendment (GPA)	<input type="checkbox"/> Vesting Tentative Tract/Subdivision Map (VTTM)
<input type="checkbox"/> Initial Environmental Assessment	<input type="checkbox"/> Variance
<input type="checkbox"/> Master Development Plan	<input type="checkbox"/> Other: _____

PROJECT DESCRIPTION (attach additional sheets if necessary)

Description and purpose of proposal:

Address and Location of Property:

Assessor's Parcel Number(s):

Current Zoning:

Proposed Zoning (if applicable):

Current General Plan (GP) Designation:

Proposed GP Designation (if applicable):

Existing Use of Property:

Description of Surrounding Uses:

NON-RESIDENTIAL PROJECTS OFFICE/ RETAIL/ INDUSTRIAL/ INSTITUTIONAL PROJECT SUMMARY TABLE

SITE AREA DISTRIBUTION

Site Area: Gross acres: _____ Net acres: _____
Proposed Phasing: _____

Building Area: Existing Structures: _____ sq ft New Structures: _____ sq ft
Existing Floor Area Ratio (FAR): _____ Proposed Floor Area Ratio (FAR): _____
Height: _____ sq ft Number of Floors: _____

For Commercial Developments:

Market/Service Area: Neighborhood City Regional
Square Footage: _____

For Industrial Developments:

Use: Warehouse/Distribution Manufacturing Multi-tenant Other
Square Footage: _____ Estimated Employees Per Shift: _____

For Institutional Developments:

Use/Function: _____
Estimated Employees Per Shift: _____
Estimated Number of Occupants: _____

BUILDING INFORMATION

Occupancy Classification: _____
Occupancy Code: _____
Type of Construction: _____
Roof Materials: _____

AREA DISTRIBUTION (based on net area)	Acres/Sq Ft	% of Net Area
Building Coverage:		
Vehicular (Paved) Coverage:		
Landscape Coverage:		

PARKING

Type of Use	Parking Ratio	# of Spaces Required	# of Spaces Provided
TOTALS			

Attach separate sheet(s) if necessary to provide complete Land Use/Unit/Density/Area Parking breakdown.

RESIDENTIAL PROJECT SUMMARY TABLE (if applicable)

PROJECT AREA

Site Area: Gross acres: _____ Net acres: _____

No. of Phases: _____

DWELLING UNITS (based on net acres)	Number	Net Density
Single Family Detached		
Single Family Attached		
Multi-Family/Condominium		
Studio		
One Bedroom		
Two Bedroom		
Three Bedroom		
Four or More Bedrooms		
TOTAL		

AREA DISTRIBUTION (based on net area)	Acres/Sq Ft	% of Net Area
Building Coverage		
Landscape Coverage		
Vehicular (Paved) Coverage		
Common Open Space		
Private Open Space (per unit)		N/A

PARKING	Parking Ratio	# of Units	Spaces Req'd	Spaces Provided
Single-Family Detached				
Single-Family Attached				
Multi-Family/Condominium				
TOTAL				

Attach separate sheet(s) if necessary to provide complete Land Use/Unit/Density/Area Parking breakdown.

PROJECT LOCATION LETTER OF AUTHORIZATION

PROJECT LOCATION

General Location/Address of Project:

Assessor's Parcel No(s):

Precise Legal Description (Attach. Required for the following : Rezoning, Annexation, Street or Alley Abandonment):

AFFIDAVIT

If property owner is a trust, partnership, LLC, then the signature shall be a corporate officer. Attach additional sheets if necessary.

I, _____, hereby certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof and state that the same is true and correct to the best of my knowledge.

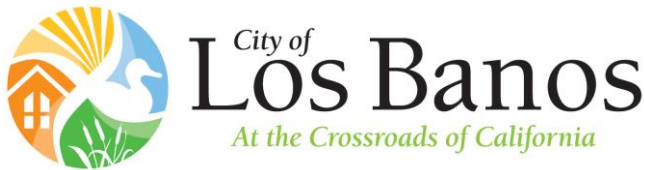
Applicant (signature)

Applicant (print name)

I, _____, hereby certify that I am the owner (if other than the applicant) of real property involved in this application, do hereby consent to the filing of this application. Attach separate sheets if multiple property owners.

Owner (signature)

Owner (print name)



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ENVIRONMENTAL INFORMATION FORM

This questionnaire will assist the Community & Economic Development Department in evaluating the proposed project and its potential environmental impacts. Complete and accurate information will facilitate the environmental assessment and review, and will minimize future requests for additional information.

GENERAL INFORMATION

If the proposal is a component of an overall larger project, describe the phases below and indicate them on the site plan:

If this project (as a whole, or) is part of another project for which a negative declaration or environmental impact report has been prepared by or for the City or County, please indicate name and document below:

Will the project require certification, authorization, or issuance of a permit by any public agency other than the City of Los Banos?

Yes No

If yes, indicate what agencies: _____

Associated Projects: _____

SCHOOL INFORMATION

School District(s) serving site: _____

ENVIRONMENTAL SETTING (site characteristics)

1. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, any cultural, historical or scenic aspects. Describe any existing structures on the site to be demolished, removed, or reused.

2. Are there any natural or man-made drainage channels through or adjacent to the project site? If yes, explain.

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Environmental Information Form
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3. Describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family residential, apartments, shopping center, office building, etc.), and the scale of development (height, frontage, setback, rear yard etc.).

4. Will the project increase noise, dust, light and glare, or use hazardous materials? If yes, discuss and explain mitigation measures:

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date

Signature (Applicant/agent)

Phone No.:

Print Name and Title (Applicant/agent)



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COST RECOVERY BASED FEES CONTRACT

There are two types of fees for entitlements: a flat rate or a deposit plus staff time and materials (Cost Recovery). The Cost Recovery Based Fee Contract is for certain entitlements which require a public hearing or are, in general, more complex to process. These applications require a deposit and a completed Cost Recovery Based Fee Contract. This means that the applicant will be billed for the full cost of processing the application based on staff time and materials over and above the amount of the deposit. Staff's hourly rates shall be determined by annual regular work order rates established by the City of Los Banos Finance Department for the given fiscal year(s) in which the application is processed. For applications requesting multiple entitlements, the deposit shall be the sum of the individual application fees and/or deposits.

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**Agreement for Payment of
 Full Cost Based Recovery Fees for Application Processing**

Not required for flat fee applications. Please contact the
 Community & Economic Development Department or
 Consult the adopted fee schedule if you have questions.

1. Applicant [*Print names of Property Owner (or Authorized Agent) and Applicant (if different from Owner)*] _____

agree(s) to:

2. Pay to the City of Los Banos all reimbursable costs, both direct and indirect, including State-mandated costs, associated with review and processing of the accompanying application for land use approval(s) with respect to the subject property or project located at [*Location, Address or Assessors Parcel Numbers(s)*]: _____

3. Even if the application is withdrawn and/or not approved. Reimbursable costs include but are not limited to all items within the scope of the City's adopted Cost Recovery Program, Resolution No. 4026, as well as the cost of retaining professional and technical consultant services (may require separate reimbursement agreement) and any services necessary to perform functions related to review and processing of the applications and monitoring of the work. Owner and Applicant understand that one or more deposits will be required to be paid by Owner and/or Applicant to cover the costs noted above at such time(s) and of such amounts as requested by the Community & Economic Development Director and/or designee. The City agrees to review and process the application in a timely manner in accordance with this Agreement and all applicable laws, regulations, ordinances, standards, and policies. This agreement applies to all subsequent applications related to the project.

4. Owner and Applicant understand and agree that nonpayment of processing and inspection fees pursuant to the City's Cost Recovery Program may, at the sole and exclusive discretion of the Community & Economic Development Director and/or designee, result in temporary or permanent cessation of processing of the application and, after notice, may result in the denial of the application. Prior to completion of processing of any phase of the project, any and all outstanding amounts due pursuant to this agreement shall be paid. The Community & Economic Development Department will withhold issuance of further plan checks, entitlements, permits, certificates of occupancy, etc. until all required fees have been paid in full.

5. The Applicant agrees that questions regarding specific charges for processing, monitoring, and related services that may be questionable, lack sufficient documentation and/or that may be incorrect must be brought to the City's attention in writing no later than fifteen (15) days following receipt of invoice and corresponding documentation.

6. Failure to comply with the aforementioned procedure within the specific time indicated may, if research of billing information is requested, result in additional charges for clerical time spent and will be billed at our cost recovery rate. Please note that with the exception of documented disputed amounts, finance charges will be assessed at the rate of 10% per annum or .8334% per month on all past due amounts.

7. As part of this application, the Applicant agrees to defend, indemnify, release and hold harmless the City, its agents, offices, attorneys, employees, boards and

commissions from an claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or adoption of the environmental document which accompanies it. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted or incurred by any person or entity, including the Applicant, third parties and/or the indemnities, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the indemnities.

8. Nothing in this agreement shall prohibit the City from participating in the defense of any claim, action or proceeding. In the event that the Applicant is required to defend the indemnities in connection with any said claim, action or proceeding, the City shall retain the right to (i) approve the counsel to so defend the indemnities, (ii) approve all significant decisions concerning the matter in which the defense is conducted, and (iii) approve any and all settlements, which approvals shall not be unreasonably withheld by the City.

9. The City shall also have the right not to participate in said defense, except that the City agrees to cooperate with the Applicant in the defense of said claim, action or proceeding. If the City chooses to have counsel of its own defend any claim, action or proceeding where the Applicant has already retained counsel to defend the City in such matters, the fees and expenses of the counsel selected by the City shall be paid by the City.

10. The undersigned Owner/Authorized Agent hereby represents that he/she either
[] personally owns the subject property or
[] is a duly authorized agent of the Owner with full authority to execute this Agreement on behalf of Owner.

11. Applicant agrees to be jointly and severally liable with Owner for payment of all fees referenced above. Applicant agrees to notify City in writing prior to any change in ownership and to submit a written assumption of the obligations under this agreement signed by the new owner or his/her authorized agent.

Project Description:

12. Invoices are due and payable within ten (10) days. A penalty will be charged on delinquent accounts at the rate of .8334% per month or 10% per annum. Owner agrees that delinquent amounts shall constitute a lien on the subject property and expressly consents to recordation of a notice of lien and/or copy of this Agreement against the subject property with respect to any amounts which are delinquent.

Name of Property Owner: _____
Title: _____
Address: _____
Telephone: _____

Name of Applicant: _____
Title: _____
Address: _____
Telephone: _____

Signature of Property Owner _____
Date:

or

Signature of Authorized Agent/Written Verification _____
Date:
Signed by Property Owners Must Be Submitted
Designating the Authorized Agent

and

Signature of Applicant (if different from Owner) _____
Date:

Signature of Staff Member Verifying Agreement Complete _____
Date:

