



City of South San Francisco
 Public Works Department
 Engineering Division
 315 Maple Avenue
 South San Francisco, CA 94080

PROPERTY MERGER APPLICATION

General Information

A Property Merger is when two (or more) existing adjacent parcels under the same ownership are merged into fewer parcels. City Staff will review and confirm that the resulting parcel conforms to the general plan, specific plan, zoning, and building ordinances and issue a Certificate of Property Merger. (SSF 19.48.180)

Applicant Name/Company:	Address:	Phone Number:
		Email:

Owner Name/Company:	Address:	Phone Number:
<input type="checkbox"/> Same as Above		Email:

Assessor Parcel Numbers to be Merged

Assessor's Parcel Number: _____	Recording Document: _____
Assessor's Parcel Number: _____	Recording Document: _____
Assessor's Parcel Number: _____	Recording Document: _____
Assessor's Parcel Number: _____	Recording Document: _____
Assessor's Parcel Number: _____	Recording Document: _____
Assessor's Parcel Number: _____	Recording Document: _____

Legal Description of Parcels to be Merged (if space is insufficient, provide as an attachment)

Purpose of Requested Merger



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Owner Signatures

We, the undersigned, certify that we are the owners of the property described above and the foregoing facts and statements herewith submitted are in fact true and correct to the best of our knowledge and belief. We hereby submit this application and request that the above described property be merged into fewer lots or parcels in accordance with the exhibits attached to this application.

Dated: _____

Owner (sign)

Name and Title (print)

Dated: _____

Owner (sign)

Name and Title (print)

Dated: _____

Owner (sign)

Name and Title (print)

Dated: _____

Owner (sign)

Name and Title (print)

[repeat this page for additional owners]



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Required Submittal Items

Please submit all plans and documents via **digital PDF/word format** for initial and subsequent submittals unless otherwise requested. Original hard copies will be required for the final certification and recordation. All mapping exhibits, descriptions, and plats shall be prepared by a California Registered Civil Engineer, qualified to perform surveys, or a licensed Land Surveyor in the State of California.

1	This Property Merger application filled out and signed by all Legal Owners.
2	Survey Map showing the existing parcels to be adjusted, property lines, locations of all easements, contours, site improvements, utilities, and public street frontage improvements. For review only.
3	Title Reports of all Parcels affected (current, within the past 90 days). Typically, digital title reports include links to all referenced Documents. If the title report references any documents that Staff cannot obtain through the title report, then copies of those documents shall be submitted by the applicant along with the title report.
4	Plat and Legal Descriptions (8.5" x 11") written for the merged Parcels.
5	Traverse Closure Calculations for the merged Parcels.
6	[if required] Record of Survey due to possible violations of the Land Surveyors' Act.
7	Filled out Draft Certificate of Property Merger using the City's template form (in MS Word)
8	Fees and Deposits to include the filing fee and a deposit for third-party land surveyor review costs. Payment acceptable by card or check payable to City of South San Francisco. Split payments are not accepted. Call 650-829-6652 or email EngDevelopment@ssf.net to confirm the fee and deposit.

Property Merger Procedure

1	Applicant submits Property Merger application, package, and payment to Engineering Division. Engineering will issue an E-number, upload documents, and route to the reviewer.
2	Merger application undergoes review process. Review period for each submittal is 2 weeks. Once application and documents are acceptable and approved by City reviewer, proceed to the next step.
3	Applicant obtains all signatures on City approved Certificate of Property Merger. City Staff shall sign last. After all signatures have been received, proceed to the next step.
4	Applicant or applicant's title company takes the document to the San Mateo County Recorder's office for recordation. A copy shall be sent back to the Engineering Division for record keeping.
5	The City's review and Certificate of Compliance does not constitute to an actual transfer of the title of any portions of the parcels. A separate instrument is still required for the actual transfer of the title property (typically by grant deed).