



GLENN COUNTY
PLANNING AND PUBLIC WORKS AGENCY
777 North Colusa Street
Willows, CA 95988
(530) 934-6540
FAX (530) 934-6533
www.countyofglenn.net



INSTRUCTIONS FOR FILING APPLICATION FOR VOLUNTARY MERGER

A Voluntary Merger may be requested and issued only as provided in Section 66499.20-3/4 of the Subdivision Map Act and as provided under Section 15.170.010(B) of the Glenn County Code.

The following list is intended to meet the requirements of State of California Government Code Section 65940.

APPLICATION CHECKLIST:

1. The applicant shall pay the required application fee. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County. The current application fee is as listed in the Glenn County Master Fee schedule.
2. The application form shall be properly filled out and signed by the applicants and ALL property owners. All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation.
3. Preliminary Title Report (issued within 90 days) and Current Deeds.
4. Legal description of the merged parcel. The legal description shall be prepared, signed, and “wet stamped” by a licensed land surveyor or civil engineer. All legal descriptions will be checked by the Glenn County Engineering & Surveying Division. It is optional to submit the legal description with the application. The legal description will be required to record the Notice of Voluntary Merger.
5. A letter acknowledging and agreeing to the proposed merger is required from any beneficiaries or trustees of any deeds of trust on the property (if applicable).
6. One copy of the current County Assessor’s Map with the property of the proposed Voluntary Merger delineated on the map shall be submitted with the application.

According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance of the application as complete is not an indication of approval.

If the application is deemed incomplete for further processing, the applicant may appeal this decision to the Planning Commission by filing a Notice of Appeal with the Planning & Public Works Agency within ten (10) days from the date of the written notice (Glenn County Code §15.050.040). The Notice of Appeal shall be submitted in writing and accompanied by appeal fee as listed in the Glenn County Master Fee Schedule.

The Planning & Public Works Agency or any other reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Divisions 13 of the State of California Public Resources Code.

VM _____

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APPLICATION FOR VOLUNTARY MERGER

NOTE: FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Applicant(s):

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

2. Property Owner(s):

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

3. Engineer/Surveyor:

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

4. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (Section 65091 California Government Code).

Name: _____

Mailing Address: _____

5. Address and Location of Project: _____

6. Current Assessor's Parcel Number(s): _____

7. Existing Zoning: _____

8. Existing Use of Property: _____

9. Proposed Use of Property: _____

10. Size of Merged Lot: _____

11. Why are the lots being merged? _____

12. Provide any additional information that may be helpful in evaluating this proposal: _____

DECLARATION UNDER PENALTY OF PERJURY

(Must be signed by Applicant(s) and Property Owner(s))
(Additional sheets may be necessary)

The Applicant(s) and/or Property Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

Applicant(s):

Signed: _____

Print: _____

Date: _____

Address: _____

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s):

Signed: _____

Print: _____

Date: _____

Address: _____

After Recordation Please Return to:

Glenn County
Planning & Public Works Agency
777 North Colusa Street
Willows, CA 95988

NOTICE OF VOLUNTARY MERGER

I (We) hereby certify that the land described below is voluntarily merged into one parcel of land in accordance with Section 66499.20-3/4 of the California Government Code and Section 15.170.010.B of the Glenn County Code.

The County of Glenn does not represent that the issuance of any entitlement such as a building permit, zoning clearance, environmental health approval or any other permit is guaranteed by the recording of the Notice of Voluntary Merger.

Property Owners: (List all property owners here)

Signed: _____ Date _____
(Owner's name here)

Signed: _____ Date _____
(Owner's name here)

Assessor's Parcel Number: (List APNs of resultant parcel, include portions)

Glenn County Planning & Public Works Agency

By: _____ Date _____
_____, Director

PARCEL DESCRIPTION

See attached Exhibit "A"