



**CITY OF RIDGECREST – PLANNING DEPARTMENT**

**100 West California Avenue**

**Ridgecrest, CA 93555-4054 (760) 499-5060**

**FAX (760) 499-1580**

**Or (760) 499-5063, 5066**

DATE: \_\_\_\_\_

Case # \_\_\_\_\_

Applicant Name \_\_\_\_\_

**APPLICATION FOR PARCEL MERGER/LOT LINE ADJUSTMENT**

Parcel Merger (Simple one)	\$210.00 _____
Lot Line Adjustment (Simple one)	\$210.00 _____
Categorical Exemption (if necessary)	\$ 60.00 _____

**Check for recording fees payable to : Kern County**  
**(Determined by Planner, call before sending \$) \$ 17.00 4 pages \_\_\_\_\_**  
**(\$8.00 first page and \$3.00 for each additional page , \$3/page more if over 8-1/2 x 11)**

APPLICANT'S NAME \_\_\_\_\_

Email address: \_\_\_\_\_ Phone No. \_\_\_\_\_

APPLICANT'S ADDRESS \_\_\_\_\_

PROPERTY OWNER'S NAME **(must have signature or authorization letter from property owner.)** \_\_\_\_\_

PROPERTY OWNER'S ADDRESS \_\_\_\_\_

PROPERTY DESCRIPTION (ADDRESS, ASSESSOR'S PARCEL NUMBER, PARCEL MAP NUMBER AND LOT, TRACT NUMBER AND LOT, OR OHER ACCCEPTABLE PROPERTY DESCRIPTION):

\_\_\_\_\_  
\_\_\_\_\_

I (we), the undersigned hereby certify that I am (we are) **the owners** of the above described property or that I am the authorized agent of the owner **(with authorization letter attached)**. Executed under penalty of perjury this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Applicant \_\_\_\_\_  
Print Name and Sign

Owner \_\_\_\_\_  
Print name and Sign **(Or attach Letter)**

Date \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

Proposed Use of Property \_\_\_\_\_

---

---

**Planning Department Use**

Date Application Received: \_\_\_\_\_ By: \_\_\_\_\_

Application Complete: \_\_\_\_\_ Items Missing \_\_\_\_\_

Electronic Copy Received \_\_\_\_\_ Zoning \_\_\_\_\_ General Plan Designation \_\_\_\_\_

Staff Assigned: \_\_\_\_\_

Sent to Record: \_\_\_\_\_

Recording Info: Date: \_\_\_\_\_ # \_\_\_\_\_

Copy sent to Applicant \_\_\_\_\_ :

---

---

**MINIMUM APPLICATION PACKAGE REQUIREMENTS FOR LOT MERGER OR LOT LINE ADJUSTMENTS**

- 1. APPLICATION
- 2. APPLICATION FEE (\$210)
- 3. ASSESSORS PARCEL MAP with subject parcels marked.
- 4. SITE DRAWING showing existing Parcels and any existing buildings with before and after lot lines.
- 5. ONE 8 ½ X 11 REDUCED MAP (if necessary)
- 6. PROOF OF OWNERSHIP (**TITLE REPORT, PRELIMINARY TITLE REPORT, GRANT DEED or PROPERTY PROFILE less than 30 days old**)
- 11. TITLE REPORT to **verify easements.**
- 17. LETTER OF REQUEST WITH DESCRIPTION OF PROJECT
- 18. CURRENT TAX STATEMENT (PROOF TAXES ARE PAID)
- 19. CHECK MADE OUT TO **\_\_KERN COUNTY\_\_** IN THE AMOUNT OF **\_\_\$17** for recording fees ( typically 4 pages, check with Planning before mailing)
- 20. LEGAL DESCRIPTIONS: **Label Before Lot Line Adjustment or Merger = "Exhibit A"**  
**After Lot Line Adjustment or Merger = "Exhibit B".**

***Lot Line Adjustment* Legals must be prepared and signed by a Licensed Surveyor/Engineer.**

***If Lot Merger* is for recorded lots in a Tract, the legals may not have to be signed by an Engineer and Staff may prepare the legals.**