
MERGER APPLICATION PROCESS

APPLICABILITY

The process and procedures described herein apply to all applications for land mergers and are governed by the City of Ferndale Subdivision Ordinance Number 290, Section 1.11. Under certain circumstances, contiguous legal parcels owned by one and the same owner can be combined into one parcel, thus constituting a “Merger.” Mergers initiated by the City are strictly governed by the provisions of Article 1.5 of the Subdivision Map Act. Mergers initiated by the same owner of contiguous parcels, for the purpose of merging the parcels, merging and re-subdividing the parcels, merging without reverting to acreage and re-subdividing without reverting to acreage, are allowed and are governed by Section 66499.20-1/4, Section 66499.20-1/2, and Section 66499.20-3/4 of the Subdivision Map Act, and the provisions of Ferndale’s Subdivision Ordinance 290. However, these procedures only apply to property on which a previously filed subdivision exists.

QUICK CHECK LIST FOR SUBMITTAL

- | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><input type="checkbox"/> Standard Application Form<input type="checkbox"/> Environmental Information Form<input type="checkbox"/> Preliminary Title Report, Lot Book Report or PIRT<input type="checkbox"/> Parcel Merger Map<input type="checkbox"/> Fee Deposit |
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MERGERS NOT REQUIRED

Two or more contiguous parcels or units of land which have been subdivided under the provisions of Ferndale’s Subdivision Ordinance, or the Subdivision Map Act, shall not be deemed merged by the City or a property owner by virtue of the fact that such parcels or units are contiguous and held by the same ownership. No further proceedings under Ferndale’s Subdivision Ordinance or the Subdivision Map Act shall be required for the purpose of sale, lease or financing of contiguous parcels except as provided by Section 1.11 of Ferndale’s Subdivision Ordinance.

The sole and exclusive authority for a local agency to initiate or deem a merger of contiguous parcels is granted by, and shall proceed in strict accordance with, the provisions prescribed in Article 1.5 of the Subdivision Map Act. However, this does not abrogate or limit the authority of the City to approve Lot Line Adjustments, Reversions to Acreage, or Parcel or Final Maps which combine lots or result in the creation of fewer parcels.

City initiated Mergers require the adoption of a specific Merger Ordinance, in conformance with Section 66451.11 of the Subdivision Map Act, prior to implementation or action.

PROCESS

1. Pre-application Review (optional)

This is an optional step sometimes recommended by staff as a means of providing initial feedback to the prospective applicant. This step can include a review of preliminary subdivision map and/or a meeting with City Staff. Staff may provide feedback in verbal and/or written form. Any feedback provided at this time is preliminary only, and subject to further refinement or change in the formal review process.

A cash deposit is required to cover City consultant staff time which will be billed to the prospective applicant at prevailing hourly labor rates.

2. Application Completeness Check

- a. Applicant submits all materials as required by the Subdivision Ordinance, Development Planning Application Form, plans, other written materials, and all required fees and deposits. Three (3) copies of all materials are required.
- b. Within 30 days of submission at City Hall, the City Engineer reviews application materials to determine whether the application includes all information required by the Subdivision Ordinance. At his discretion the City Engineer may refer application materials to the Planning Director, or other staff, to obtain opinions regarding application completeness.
- c. If the application is deemed to be incomplete, the City Engineer will provide a written explanation of deficiencies to the applicant within the 30-day review period. The 30-day review period re-starts once additional materials are submitted.
- d. Following notification of the applicant, incomplete applications are held without processing until such time as all deficiencies are corrected. (All administrative decisions are subject to appeal, as set forth herein and Ferndale Municipal Code.)

3. Application Processing

- a. The City Engineer, upon receipt of an application for a Parcel Merger that is deemed to be complete, shall submit the Parcel Merger application to the Planning Department for review and response.
 - The Planning Department shall review the petition for conformance to the City's General Plan and any Specific Plan, the City's Zoning Ordinance, and any other applicable City Ordinances, and shall report any findings to the City Engineer.
- b. The City Engineer shall transmit the Parcel Merger application to those departments, utilities, and local agencies which may have an effect on the

- proposal, for review and response. Note: the applicant may also submit evidence that such contacts and responses have occurred.
- c. The City Engineer shall forward the Parcel Merger application and findings, along with the Planning Department findings, to the City Council for approval per the provisions enumerated in Section 1.1004 of the Subdivision Ordinance.
 - d. The City Council shall approve all Parcel Merger applications per the provisions enumerated in Section 1.1005 of the Subdivision Ordinance, as superceded by, augmented by, and/or amended by, the specific provisions in section 66499.20-1/4, section 66499.20-1/2, and section 66499.20-3/4 of the Subdivision Map Act.
 - e. The approved Parcel Merger application shall cause a Final and/or Parcel Map to be recorded by the County Recorder per the provisions enumerated in section 1.1006 of this ordinance, as superceded by, augmented by, and/or amended by the specific provisions in section 66499.20-1/4, section 66499.20-1/2, and section 66499.20-3/4 of the Subdivision Map Act

SUBMITTAL REQUIREMENTS

A complete application consists of required forms, plans, and other materials, and the required fees and deposits, as described below. The application shall be filed with the City Engineer.

1. Forms
 - a. Standard Application Form with signatures of all parties having title in the affected parcels.
 - b. Environmental Information Form
 - c. Information on current ownership of all affected parcels. This shall be in the form of a Preliminary Title Report, Lot Book Report or PIRT. The information shall be dated no more than 60 days prior to the filing of the application, and may be obtained from a title company.
 - d. A legal description describing the resultant parcels following the Parcel Merger. The legal description shall bear the original stamp of a licensed land surveyor.

2. Maps and Other Materials

Parcel Merger Map which shall include and/or conform to the following:

- a. One original and three copies
- b. 8 ½" x 11" or 11" x 17"

- c. Scale: appropriate to the size of map and amount of detail to be shown. Map may be reduced from a larger to-scale map if notation is made to show that map is reduced.
- d. Accurate location of all property lines include existing and proposed lot line clearly labeled. Bearing and length of each line from existing recorded maps. The areas of the existing parcels and the areas of the adjusted parcels. Notation of the latest recorded subdivision or parcel map from which the parcel merger map is prepared, and/or bearing and distance to a known survey point.
- e. Accurate location of all existing and proposed rights-of-way, easements, existing and proposed structures, and adjacent streets and roads.
- f. Assessor's Parcel numbers and current zoning.
- g. The name of the person who prepared the map. The map need not be prepared by a licensed engineer or surveyor unless the location of buildings or property corners or lines requires more accurate data. In such instances the property owner may be required to have such buildings, corners and/or adjoining lot lines accurately located to determine the effect that a merger would have on the existing surrounding development.

3. Required Fees and Deposits - Consult City Clerk or City Planner for current fee and deposit requirements.

TIME REQUIRED FOR PROCESSING

Following are processing time limits established by state law:

- o Maximum time to determine application completeness: 30 days
- o Maximum time to either approve or deny application: 105 days (Negative Declaration)
- o Maximum time to either approve or deny application: 1 year (Environmental Impact Report)

Note: The preceding time limits are the maximum allowable as specified by state law, unless waived in writing by the applicant. In most instances, applications will be processed in less time than described above. In all instances, applications will be processed as quickly as possible.

FEES

City of Ferndale processing fees are intended to cover all costs typically incurred by the City in processing of applications. Fees are based on estimates of the City's administrative costs. A cash deposit is required to cover City consultant staff time which will be billed to the applicant at prevailing hourly labor rates. Applicants may be required to make additional deposits in instances where processing costs exceed initial deposit amounts.

ADDITIONAL INFORMATION

For additional information concerning planning application requirements and procedures, contact Ferndale City Hall at 707.786.4224 or cityplanner@ci.ferndale.ca.us

FROM THE COUNTY OF HUMBOLDT

Treasurer and Tax Collector; 825 Fifth Street, Eureka, CA 95501 Phone (707) 476-2450

It is very important that all work is completed and the map is recorded by December 31, or the taxes for the next fiscal year become a lien on the property!

Please be aware that before maps can be recorded for subdivision or combinations, all the property taxes for the year, any back taxes, and most assessments must be **paid in full**.

The staff of the Treasurer-Tax Collector's office will research the parcel(s) involved and advise of any delinquent and current taxes, assessments, and if it will be necessary to pay a tax performance bond. The Treasurer-Tax Collector's office will collect an application fee of \$83.00. Contact the Treasurer-Tax Collector's staff at 707-476-2448 for further information and to obtain the amount of the performance tax bond.

If the map is recorded between

1. January 1 through October 31
 - a. All delinquent property taxes (secured and unsecured) must be paid in full
 - b. Bonded assessments usually must be paid in full
 - c. Current fiscal year taxes must be paid in full.
 - d. A deposit in the estimated amount of the tax for the next fiscal year, which became a lien on January 1, must be posted with the treasurer.
2. November 1 through December 31
 - a. All delinquent property taxes (secured and unsecured) must be paid in full
 - b. Bonded assessments usually must be paid in full
 - c. Current fiscal year taxes must be paid in full.

We request that you contact the Treasurer-Tax Collector NOW and not wait until you are ready for recording the subdivision maps. This will allow you more time to prepare and plan for the payments and avoid delays and additional costs.

CITY OF FERNDALE
Environmental Information Form

Date Filed _____
(To be completed by Applicant)

GENERAL INFORMATION

1. Name and address of developer or project sponsor: _____

2. Address of project: _____
Assessor's Block and Lot Number: _____
3. Name, address, and phone number of person to be contacted concerning this project: _____

4. Indicate number of the permit application for the project to which this form pertains: _____
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: _____

6. Existing zoning district: _____
7. Proposed use of site (project for which this form is filed): _____

PROJECT DESCRIPTION

8. Site Size:
9. Square footage
10. Number of floors of construction.
11. Number of off-street parking spaces provided.
12. Attach plans.
13. Proposed scheduling (time line).
14. Associated project
15. Anticipated incremental development
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood-, city- or regionally-oriented, square footage of sales area, and loading facilities
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.

20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

Yes	No		
		21.	Change in existing features of any bays, tidelands, beaches, lakes or hills, or substantial alteration of ground contours.
		22.	Change in scenic views or vistas from existing residential areas or public lands or roads.
		23.	Change in pattern, scale or character of general area of project.
		24.	Significant amounts of solid waste or litter.
		25.	Change in dust, ash, smoke, fumes or odors in vicinity.
		26.	Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns
		27.	Substantial change in existing noise or vibration levels in the vicinity.
		28.	Site on filled land or on slope of 10 percent or more.
		29.	Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.
		30.	Substantial change in demand for municipal services (police, fire, water, sewage, etc.)
		31.	Substantially increased fossil fuel consumption (electricity, oil, natural gas, propane, etc.)
		32.	Relationship to a larger project or series of projects.

ENVIRONMENTAL SETTING:

- 33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.
- 34. 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 (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

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

For _____