



Community Development Department

11 English Street

Petaluma, CA 94952

Email: cdd@ci.petaluma.ca.us

Code Enforcement
Phone: (707) 778-4469
Fax: (707) 778-4498

Engineering
Phone: (707) 778-4301
Fax: (707) 778-4498

Inspection Services
Phone: (707) 778-4301
Fax: (707) 778-4498

To schedule inspections: (707) 778-4479

Planning
Phone: (707) 778-4301
Fax: (707) 778-4498

Permits
Phone: (707) 778-4301
Fax: (707) 778-4498

Merger August 2003

Instructions for Private Property Mergers

In order to file for the merger of properties, you must submit the following items to the Community Development Department:

1. One (1) copy of the completed and signed application and notice of lot merger. Signatures are not required for the notice of lot merger and the form does not need to be notarized until the application has been approved.
2. Three (3) copies of the legal descriptions identifying the metes and bounds of the proposed adjusted properties.
3. Three (3) copies of a site drawing accurately reflecting the dimensions described in the deed for the proposed adjustment, the existing and proposed property lines, existing structures, and major topographical features (gullies, creeks, stands of trees, and general slope). Also, on the same page, there should be a site map showing the properties in relation to surrounding streets.
4. Three (3) copies of the Assessor's Parcel Map.
5. Three (3) sets of title reports of the original lots involved in the adjustment.
6. A check made payable to the City of Petaluma for the current application fee.



After filing Item 1 through 6, the City will review your proposed merger to determine completeness of the application and compliance with the City's codes and standards, as well as zoning and subdivision regulations. If additional information is required, additional processing time will result.

Once a merger is approved, the notice of merger and legal description(s) will require technical review, the current technical review fee as well as additional review time. Once the technical review has been completed and approved, the City Engineer and technical review consultant will stamp and sign the original notice of merger. The City will record the form through the applicant's title company and once this is done, the change in ownership will be part of public record, and cannot be revoked.

Any questions may be directed to the City of Petaluma Community Development Department at (707) 778-4301.