



**Community & Economic Development Dept.**  
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 Merced, CA 95340  
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# PROPERTY LINE ADJUSTMENT

## FILING REQUIREMENTS CHECKLIST

<b>STEP 1</b>	<p><b>APPLICATION SUBMITTAL.</b> Application submittal, at a minimum, shall include the items listed below. Incomplete submittals will not be accepted.</p> <p>Within 30 days of submittal, staff will review the application and will notify you, in writing, whether your application has been deemed complete or incomplete and indicate any necessary required information. Incomplete applications cannot be processed.</p>
<input type="checkbox"/> APPLICATION	Completed <a href="#">Planning Permit Application</a> with wet-ink or e-signatures. Application must be signed by all property owners or accompanied by documentation to authorize an empowered signee.
<input type="checkbox"/> FILING FEE	Full payment of filing fee, based on latest adopted <a href="#">Fee Schedule</a> .
<input type="checkbox"/> TITLE REPORT	Copy of Preliminary Title Report(s) for all involved parcels, dated within six (6) months.
<input type="checkbox"/> TENTATIVE MAP	Two (2) copies of a 11" x 17" map and 8.5" x 11" map (see <a href="#">Minimum Plan Requirements</a> ).
<input type="checkbox"/> DIGITAL COPIES	All submittal items saved on a CD or flash drive in a PDF format.
<b>STEP 2</b>	<b>APPLICATION PROCESSING</b>
CEQA	Staff will determine if the project is subject to environmental review under the California Environmental Quality Act (CEQA) and related additional fees.
REFERRALS	Staff will refer the application to applicable local, State, and Federal agencies for review and comments.
PUBLIC NOTICE	Staff will prepare a Staff Report summarizing the project and environmental analysis.
<b>STEP 3</b>	<p><b>APPLICATION DECISION.</b> The Director will make a Decision on your project. The Decision can be appealed within 10 days of determination. If approved and no appeal is filed, staff will send you notice of the final action which includes but is not limited to approved tentative map and a list of conditions, organized by department, that must be met prior to project implementation or as part of implementation.</p>
<b>STEP 4</b>	<p><b>CERTIFICATE OF COMPLIANCE.</b> A Certificate of Compliance will need to be recorded to certify that the newly configured parcels/lots have been legally created. In order to prepare a Certificate of Compliance, the Applicant must complete the following steps:</p>
TAX LETTER	Request a letter from the Tax Collector's Office stating that all property taxes have been paid.
BOND LETTER	If recording between January 1 to October 1, a bond must be posted for the next year's property taxes. After payment, obtain a letter from the Clerk of the Board of Supervisors stating that the bond has been posted.
LEGAL DESCRIPTION	Submit the legal descriptions and exhibit map, prepared and wet stamped by a licensed surveyor, for review and approval by the Merced County Surveyor. After your surveyor makes any necessary revisions, submit the final documents to the Merced County Planning Division/Community and Economic Development Department.
RECORDING FEE	Confirm the recording fee with Planning staff and submit the fee, in the form of cash or check (made payable to "Merced County"). The recording fee is based on number of pages to be recorded.

