

UNMERGER

AN INFORMATIONAL GUIDE



PLANNING DEPARTMENT

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WHAT IS AN UNMERGER?

An Unmerger is the process used to revert property previously merged, back to its original state.

HOW DO I APPLY AND WHAT ARE THE REQUIREMENTS?

To apply for an Unmerger you need to file an application with the Planning Department and pay a fee. You may visit the Planning Department to pick up the application, have one mailed to you or email your request. Emailed requests will receive a pdf version that you may print out.

An application packet is available on the City website at <http://www.CaliforniaCity.com>

Typically, a licensed land surveyor or registered civil engineer will submit the application on behalf of the property owner, as state law requires that new legal descriptions must be prepared by one of these professionals.

Once an application is submitted to this office, it is reviewed to determine if it is complete. An application package will consist of the following:

- * Application form, signed by the owners and agent/representative;
- * Two (2) copies of a preliminary title report (less than thirty [30] days old);

- * A map of the existing situation and the proposed situation, prepared by a licensed land surveyor or registered civil engineer, as required by local ordinance and state law;
- * A legal description of each new lot, prepared by a licensed land surveyor or registered civil engineer;
- * Hazardous Waste Site Verification Statement;
- * Application Fees: Unmerger is \$250.00 Certificate of Compliance (COC): \$300.00 plus \$25.00 per lot (each land division) contiguous lot or parcel (maximum of 4). The COC fee will be collected once the initial review by the City Engineer is complete and prior to the scheduling of a public hearing.
- * Return completed application and fee to the Planning Department.

PAYMENT OPTIONS

Applicants may pay by cash, credit card or check made payable to the City of California City.

WHAT HAPPENS AFTER THE APPLICATION IS ACCEPTED AS COMPLETE?

The Planning Department will process a request for an Unmerger within thirty (30) days.

The Planning Department will request that the City Engineer and other affected departments

review the Unmerger. This review is necessary should there be an underlining problem that would prevent the Unmerger from being recorded. You will be notified if the request cannot be processed and why? If the issues cannot be resolved to the satisfaction of the City Engineer, the Unmerger process will stop. The Unmerger fee of \$250.00 is non-refundable.

If the Unmerger has no underlining problems, the City Engineer will prepare conditions of approval.

Once the review period is completed and the conditions of approval are given to the Planning Technician, the Unmerger is scheduled for Planning Commission's review and approval at a public hearing.

The Notice of Public Hearing is published in the local newspaper of general circulation.

Notification by letter is sent to affected property owners within 300 feet.

Additional conditions of approval may be developed during the Planning Commission meeting.

Typical conditions of approval require that you:

- * Submit an updated preliminary title report (less than thirty [30] days old),

- * Record a deed creating the newly configured parcels, and

- * Modify and re-record any deeds of trust affecting the property so that they reflect the new configuration.

WHAT HAPPENS AFTER APPROVAL BY THE PLANNING COMMISSION?

After Planning Commission approval is satisfied, you will need to pay the COC fee. Once the fee is paid, the COC will be recorded by the City Engineer's office.

The COC is a legal document certifying that the newly configured parcels have been legally created through the Unmerger process. Title companies and financial institutions recognize a COC as being verification of the legal parcel configuration.

CEQA REQUIREMENTS

The California Environmental Quality Act (CEQA) requires that an environmental study be prepared for some types of projects. An Unmerger is normally exempt from the requirements of CEQA.

Typically, a Notice of Exemption is filed for an Unmerger with the County Clerk. There is a \$50.00 document handling fee imposed by the Kern County Clerk's Office. The County Clerk's Office will accept a money order or cashier's check, made payable to the Kern County Clerk's Office. You will be advised by the Planning Technician when to bring in your \$50.00 money order or cashier's check.

The Planning Technician will attach your money order or cashier's check to the completed Notice of Exemption and forward it to the County Clerk's Office for recording.

HOW LONG DOES IT TAKE?

Upon verification that all of the conditions of approval have been satisfied and the COC fee is paid, a minimum of one (1) week is needed to prepare the COC for recording.

WHAT HAPPENS AFTER THE UNMERGER IS APPROVED AND RECORDED?

The lots are legally reconfigured upon recordation of the deeds, and the COC.

It will take several weeks for the County's records (assessor's maps, surveyor's case maps, etc.) to actually be updated.

This department will mail a copy of the recorded COC to you or your representative. That document is your verification that the process is complete.

The original COC is kept on file in the Planning Department.

Please telephone (760) 373-7141, if you have any questions regarding the Unmerger process.

ADDITIONAL INFORMATION

No Development Review Committee (DRC) meeting is required.