



## CITY OF HOLTVILLE

### INTRODUCTION

The purpose of this brochure is to outline the necessary steps and processes for completing a lot merger in the City of Holtville. The merging of lots within the City of Holtville and within the State of California is governed by the Subdivision Map Act. Lot Merger maps must be prepared and signed by a California State Registered Civil Engineer or Land Surveyor. All lot mergers must comply with the General Plan and zoning for the subject property.

### STEP 1: REQUIREMENTS FOR A MERGER

A lot merger is available for those who own contiguous parcels that do not conform to standards for minimum parcel size under the zoning ordinance. The following are the requirements for allowing a lot merger:

1. At least one (1) of the parcels is undeveloped
2. Comprises less than 5,000 square feet in area
3. Not created in compliance with applicable laws and ordinances in effect at the time of its creation
4. Does not meet current standards for sewage disposal and water
5. Has no legal access for vehicles and safety equipment
6. Its development would create health or safety hazards
7. Inconsistent with the General Plan

It is recommended that you contact the City's Consulting City Planner before applying. This is to ensure that a lot merger is allowed and to facilitate prompt processing of your application. Any environmental compliance issues will be explained to you.

### STEP 2: NOTICE OF INTENTION

A Notice of Intention to determine status is mailed to you notifying that the merger may proceed and is in compliance with the law. The Notice is recorded at the County.

### **STEP 3: PUBLIC HEARING**

At any time within thirty (30) days after the recording of the Notice of Intention, you may file a request to conduct a hearing on the determination of status. The City will fix a time, date and place for the City Council hearing not to exceed sixty (60) days from your request.

The City Council will hear from you and will make the decision to approve, approve with condition or disapprove the lot merger request. If the merger is approved by City Council, the merger shall be recorded within thirty (30) days after the action.

If you do not request a City Council hearing, then the City Council, thereafter, may approve or disapprove the merger. If the City Council approves the merger, then the merger shall be recorded within ninety (90) days of the mailing of the Notice of Intention.

The merger is effective when the City files the record at the County.

**For further information regarding the zone change application process, please contact the City Clerk at (760) 356-2912 or visit City Hall, located at 121 West 5th Street.**

# LOT MERGER PROCESS CHECKLIST

- Two (2) copies of the Subdivision Pre-Application Form
- Fifteen (15) blueprint copies of the Lot Merger Map
- Additional Information: legal description, title report, etc.
- Pre-Application Meeting with City Staff
- Environmental Questionnaire
- Filing Formal Application
- Fifteen (15) blueprint copies of the Tentative Map (revised)
- Fees (Refer to City of Holtville Fee Schedule)