

# **VOLUNTARY LOT MERGER APPLICATION PACKET**

## **The City of Ripon**



***Community Development Department***

**FILING INSTRUCTIONS:** Complete application must be received by the planning department no later than sixty (60) days prior to the next scheduled planning commission meeting.

**PROCESSING PROCEDURE:** Applications for voluntary lot mergers are reviewed by the planning commission in accordance with the Development Code, Title 16, Chapter 16.104, and unless otherwise advised by the planning department, applicants or their authorized representatives are required to attend the meeting to present their project to the commission. A copy of the agenda and staff report will be mailed no later than seventy-two (72) hours prior to the commission meeting. Meetings may be held between the applicant and the project review team prior to the completion of the staff report to address issues identified during the review period.

**APPLICATION SUBMITTAL REQUIREMENTS:** Unless otherwise determined by the planning department, an application for a lot merger must include the following:

- “ Application and preliminary environmental assessment fees
- “ Vicinity Map (8 ½ x 11)
- “ Twenty (20) copies of plans one of which is an 8 ½ x 11 reduction containing the following information:
  - Property lines (including dimensions)
  - Name, address and phone number of applicant
  - Name, address and phone number of owner
  - Street address of project
  - Project title
  - Adjacent streets, alleys, properties
  - Existing features: structures to be retained, utility poles, hydrants, pavement, fences, sidewalks, street lights, trees (note on each item whether it is to be removed or retained)
- “ Legal description (both before and after requested merger)
- “ Preliminary Title Report

**APPEAL PROCEDURE:** Any applicant or person claiming to be directly and adversely affected by any action of the Planning Commission may, within (15) days after said action, file a written appeal along with the appropriate fee, with the City Clerk for transmittal to the City Council. Said appeal shall stay the issuance of any permits in connection with the action, pending the decision of the City Council. Upon the receipt of an appeal, the City Council shall, after receiving a report from the Planning Commission, and after at least one Public Hearing, render a decision sustaining, amending, or overruling the Planning Commission action.

# Voluntary Lot Merger Application

**City of Ripon**  
259 North Wilma Ave.,  
Ripon, CA 95366  
FAX 209-599-2685  
Phone 209-599-2108

<b>For Official Use Only</b>	
VLM# _____	Fee _____
PEA# _____	Fee _____
<b>Completed App. ( ) Yes ( ) No</b>	

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**PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

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**APPLICANT:** ( ) Same as Above

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

**PROJECT SITE INFORMATION:**

Address: \_\_\_\_\_

Assessor Parcel Number (APN): \_\_\_\_\_

Present Zone: \_\_\_\_\_ Actual Use: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Circumstances: ( ) YES ( ) NO If yes, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets to continue, if needed)

<b>N</b>	I hereby certify, under penalty of perjury, that the information provided herein is true and correct.
_____ Signature of Applicant	_____ Date