



## HOW TO APPLY FOR A PARCEL MERGER

### ***WHEN IS A PARCEL MERGER REQUIRED?***

Parcel mergers are required where two or more adjacent parcels, are merged to create one parcel. All parcels must be under common ownership and title must be held in a similar manner for each parcel.

### ***WHAT IS ITS PURPOSE?***

Review of parcel mergers helps ensure that the parcels resulting from the will comply with local zoning and building regulations.

### ***WHAT DOES IT COST?***

The application fee for a Parcel Merger is a fixed fee in the amount of \$2,963.00.

### ***WHO APPROVES A PARCEL MERGER?***

The Planning Director will approve or deny the Parcel Merger application, or refer it to the Planning Commission for a decision. Hayward Municipal Code Section 10-3.497-499.

### ***WHAT ARE THE STEPS?***

1. Make an appointment with the Development Services Engineer to determine which regulations apply to your project and what materials you need to provided.
2. Submit a completed application signed by effected property owners and required

materials to the Planning Division. (See instructions on reverse side.)

3. Within 30 days of submittal of application, the Development Services Engineer will notify you whether your application is complete or additional information or revised plans need to be submitted.
4. A Parcel Merger approval is finalized by a Certificate of Merger, which is recorded at the County Recorder's office.

### ***HOW LONG DOES APPROVAL TAKE?***

Approval usually takes 4 to 6 weeks after an application is deemed complete. **[NOTE:** Indicated processing times **do not** include time needed by applicant to revise and resubmit plans nor does it cover any additional processing time required to take a project to Planning Commission, if needed.]

**DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**  
**Planning Division**

**PARCEL MERGER APPLICATION INSTRUCTIONS**

**SUBMITTAL REQUIREMENTS (Hayward Municipal Code Section 10-3.498).**

- A. COMPLETED APPLICATION** signed by all affected property owners, and appropriate application fee.
- B. A PLAT AND LEGAL DESCRIPTION** describing the resultant parcel after the merger, signed by a registered civil engineer or licensed land surveyor
- E. RECENT TITLE REPORT (no more than six months old)**, or other proof of common ownership and title must be held in a similar manner (one copy), for each affected parcel.

**ADDITIONAL REQUIREMENTS PRIOR TO FINAL APPROVAL**

- A. A reproducible mylar at least 3-mil thickness, Parcel Merger Plat with the owners' signature executed in black permanent ink.
- B. A properly executed Certificate Merger. The City will prepare and record this Certificate of Merger.
- C. A certificate from a title company stating that all outstanding liens have been reconciled with the adjusted property boundaries.
- D. If the properties are within a local improvement district or maintenance district, either all outstanding assessments shall be paid, or an amended assessment diagram submitted for recordation.

After final approval a certified copy of the recorded Certificate of Merger shall be filed with the Planning Director.