



VOLUNTARY PARCEL MERGER SUBMITTAL APPLICATION

PUBLIC WORKS DEPARTMENT

• LAND DIVISION

• 2600 FRESNO STREET

• FRESNO, CA 93721

DATE: _____

THE FOLLOWING ITEMS ARE REQUIRED FOR THE VOLUNTARY PARCEL MERGER SUBMITTAL:

- ☐ Voluntary Parcel Merger (VPM) submittal fee. Checks must be made payable to the City of Fresno.

| DESCRIPTION | FEE |
|-------------------------|-----------|
| Voluntary Parcel Merger | \$661.36* |

- ☐ 1 copy of the preliminary title report for each existing parcel current to within 30 days of VPM submittal.
- ☐ 1 copy of the current vesting grant deed for each existing parcel.
- ☐ The existing parcels must be the same owner.
- ☐ Signed and notarized Notice of Voluntary Parcel Merger
- ☐ Signature authorization for all signatures
- ☐ Closure calculations prepared by Licensed Land Surveyor
- ☐ EXHIBIT A – Legal descriptions for existing parcels prepared and sealed by a Licensed Land Surveyor
- ☐ EXHIBIT B – Legal description for the merged parcel prepared and sealed by a Licensed Land Surveyor
- ☐ EXHIBIT C – Drawing delineating the merged parcel prepared and sealed by a Licensed Land Surveyor
- **NOTE:** Omission of any of the above items may be cause for rejection of the submittal. Only complete submittals will be accepted for processing.
 - Upon submittal to **FAASTER**, please notify the Public Works Department to ensure application is processed in a timely manner. Contact Jairo Mata at (559) 621-8714 or by email at Jairo.Mata@fresno.gov.
 - Do not submit **ORIGINAL** signed documents until the Public Works Department has completed their review and requested them.

***The applicant shall pay fee and submit the required documents through the City's FAASTER system.**

Fee valid July 1, 2025, through June 30, 2026 (See latest City of Fresno Master Fee Schedule).

Recording Requested by:
Public Works Department
City of Fresno

When Recorded, Return to City Clerk

City of Fresno
2600 Fresno Street, Room 2133
Fresno, CA 93721-3623

Free Recording in Accordance with
California Government Code
Sections 6103 and 27383

Space above this line reserved for Fresno County Recorder's Office

NOTICE OF VOLUNTARY PARCEL MERGER
Voluntary Parcel Merger No. _____

CERTIFICATION OF MERGER:

This Notice of Voluntary Parcel Merger is in substantial conformity to the provisions of the California Subdivision Map Act Section 66499.20³/₄ and Fresno Municipal Code Article 42, Section 15-4203. The recordation of this completed Notice of Voluntary Parcel Merger shall constitute a merger of the separate parcels or units of land described in Exhibit "A" into one parcel described in Exhibit "B" and as illustrated in Exhibit "C", said Exhibits being attached to and incorporated herein.

Recommended by: _____
Jennifer K. Clark, Director
Planning and Development Department
Date

APPROVED: _____
Scott L. Mozier, P.E., City Engineer
Public Works Department
Date

CERTIFICATION AND DECLARATION OF OWNERS:

The undersigned hereby certify and declare the undersigned are the only record owner(s) of the separate parcels of real property described in Exhibit "A". The undersigned also affirm said property consists of contiguous parcels under common ownership and understand and agree recordation of this Notice of Voluntary Parcel Merger, Voluntary Parcel Merger No. _____, shall cause the separate parcels or units of land to be merged into one parcel, which shall hereafter be treated in all respects as a single parcel pursuant to the City of Fresno's Municipal Code and the California Subdivision Map Act. The exterior boundaries of the parcel of land resulting from the Voluntary Merger are described in Exhibit "B" and shown on Exhibit "C". By executing this notice, the undersigned also certify and declare:

1. The merger of these parcels will not create a violation of any ordinance or regulations;
2. The above lots/parcels are in common ownership;
3. All owners of record have signed this application; and

4. Either:
- X All persons or entities holding record title interest in any of the parcels have consented to this Notice of Voluntary Parcel Merger and signed the "Record Title Owners Consent to Voluntary Parcel Merger" as set forth below; OR
- There are no persons or entities holding any record title interest in any of the parcels.

RECORD TITLE OWNERS CONSENT TO VOLUNTARY PARCEL MERGER:

This is to certify that the undersigned hold record title interest in one or more of the parcels and consent to this Notice of Voluntary Parcel Merger. The undersigned understand once this Notice of Voluntary Merger is recorded with the Fresno County Recorder's Office, the separate parcels or units of land described will be merged into one parcel by operation of law. Any later division of the merged property will be subject to the rules and regulations in effect at that time including, but not limited to, the Subdivision Map Act and any local ordinances adopted by the City of Fresno. The undersigned consent to the preparation and recordation of the Notice of Voluntary Parcel Merger and to the waiver of notice of said merger. The undersigned further declare the undersigned have initiated this merger and request the Fresno County Recorder's Office record this Notice of Voluntary Parcel Merger.

(Record title interest as shown on the title report)

(Name and title)

(Name and title)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

CLERK'S CERTIFICATION

State of California)
County of Fresno)

On _____ before me, _____,
personally appeared, _____, who
proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s)
is/are subscribed to the within instrument and acknowledged to me that he/she/they
executed the same in his/her/their authorized capacity(ies), and that by his/her/their
signature(s) on the instrument the person(s), or the entity upon behalf of which the
person(s) acted, executed the instrument.

*I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.*

WITNESS my hand and official seal

TODD STEINER, CMC
City Clerk, City of Fresno

By _____
Deputy

EXHIBIT A

Voluntary Parcel Merger No. _____

Existing Parcel Legal Descriptions

Existing Parcel 1

(insert existing parcel legal description)

Existing Parcel 2

(insert existing parcel legal description)

(Continue as needed)

EXHIBIT B

Voluntary Parcel Merger No. _____

Merged Parcel Legal Description

Merged Parcel

(insert merged parcel legal description)

(If applicable add: Together with underlying fee interest, if any, adjacent to the above described property in and to the adjoining public right of way)

Resulting in one parcel.

| |
|---|
| APPROVED VOLUNTARY PARCEL MERGER VPM _____ BY _____ DATE _____ PUBLIC WORKS DEPARTMENT CITY OF FRESNO |
|---|

EXHIBIT C

Voluntary Parcel Merger No. _____

(Drawing)

(Include underlying fee title if applicable, distances from parcel lines to buildings, any public and/or private easements, etc.)

| |
|-------------------------|
| APPROVED |
| VOLUNTARY PARCEL MERGER |
| VPM _____ |
| BY _____ |
| DATE _____ |
| PUBLIC WORKS DEPARTMENT |
| CITY OF FRESNO |