

EL DORADO COUNTY SURVEYOR MERGE PROCESS

This is the process where contiguous parcels under common ownership are merged into one unit. It is a **PERMANENT** combining of parcels.

Any EASEMENTS between lots/parcels will NOT BE REMOVED by the Merge. You must apply for an Abandonment of Easement with the County Surveyor's Office (or Planning Department when applicable).

The merge process usually does not require a California Professional Land Surveyor to be involved. **It does require a Title Company** to provide a guarantee to the County stating all persons who have record title interest and that all deeds of trust are modified to fit the consolidated boundary. In the case where the properties are free and clear, the County still requires a guarantee from the Title Company.

TAXES MUST BE CURRENT ON ALL PARCELS in order to record the Merge document.

- 1) A Merge begins with an application to the Planning Department for the initial approval. Planning will mail you a letter stating your application has been approved (or denied); if approved, you may begin the process to merge the parcels. The approval has an expiration of one (1) year.
- 2) You can pick up a "Certificate of Merge" document from the County Surveyor's Office (also available on the County Surveyor's website: www.edcgov.us/Surveyor) to take to your Title Company who will provide the existing legal descriptions. The Title Company will have the owners and beneficiaries of the deed of trust sign and notarize the Certificate of Merge document. The Title Company will coordinate modifications of the deeds of trust, if any, or provide a guarantee to the County that there are no deeds of trust on either parcel.
→ *If your project falls under the Tahoe Regional Planning Agency (TRPA), you will need to work with your Title Company to sign and notarize the TRPA Deed Restriction.**
- 3) The Surveyor's Office requires a Merge Fee deposit of \$200.00, cash or check made payable to El Dorado County Surveyor. Once your deposit and all required submittal documents are received, your project will be placed in line for review and approval. Projects are reviewed in the order received. Please be advised that any loans on the property may delay the Merge process.
- 4) Taxes: The applicant must submit the appropriate form and fee to the County Tax Collector for estimate of taxes at least two weeks prior to filing of the necessary paper work. Taxes must be current on all parcels at the time of recording. The County Surveyor's office will obtain a signature from the Tax Collector once the tax estimate and payment are complete.
- 5) Once the signed and notarized Certificate of Merge document (*and *TRPA Deed Restriction if required*) has been received, the County Surveyor's Office will do a final review of the legal descriptions. The Surveyor's Office will then obtain the required County signatures on the Merge document from the Tax Collector and Planning Department. Lastly, the Surveyor's Office will contact your Title Company to provide the guarantee and coordinate the recording of the documents.

If you have any questions, please call (530) 621-5440