

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 document alone. There is a process of Abandonment of Easement handled in the County Surveyor's Office or Planning for that.

This 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 having 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 Division for the initial approval. They will mail you a letter stating your application has been approved (or denied) so 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 or off the County Surveyors Web Site. Take it to your title company to provide the existing legal descriptions. They will have the owners and beneficiaries of the deed of trust sign and notarize the Certificate of Merge document. The title company will coordinate the modifications of the deeds of trust, if any, or a guarantee to the County that there are not any deeds of trust on either parcel.
- 3) Taxes must be current on all parcels at the time of recording. The applicant must submit the appropriate form and fee to the County Tax Collector for estimates of taxes at least two weeks prior to filing of the necessary paper work. The County Surveyor's office will get the signature from the Tax Collector once the tax estimate and payment is done.
- 4) Submit the signed and notarized Certificate of Merge document along with the applicable fee and the contact person at your Title Company to the County Surveyor's office.

We will review the legal descriptions and get the required County signatures from the Tax Collector and Planning Division. Then we 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