



COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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VOLUNTARY MERGER

The Placer County Planning Services Division accepts applications online and over the counter. To use the County's convenient automated online application system, visit the County's [Online Permit Services](#) page to get started. Alternatively, you may submit a [Universal Application](#) with the required supplemental application materials in person at the Community Development Resource Agency (CDRA) front counter. An appointment to submit your application may be made using the County's automated appointment scheduling system [here](#). Applications are also accepted without an appointment on a walk-in basis.

All supplemental application materials are required to be submitted electrically in accordance with the County's Electronic Document Submittal Requirements detailed in the [Electronic Application Filing Instructions](#), which specifies file naming conventions, formatting requirements, and file types that are accepted. For applications submitted at the CDRA front counter, all supplemental applications materials shall be delivered on a portable storage device, such as a flash drive or CD.

The following is a checklist of application materials required to submit a Voluntary Merger application online or at the CDRA front counter.

- Completed Universal Application: Select the [Voluntary Merger](#) entitlement authorization under section 1 of the application form.
- Supplemental Information: One copy of the current owner's deeds.
- Application fees are required to be paid in full at the time of application submittal. The most current version of the Planning Services Division Fee Schedule is available [here](#).

VOLUNTARY MERGER PROCESSING

A property owner may wish to voluntarily merge two separate contiguous parcels, held under identical ownership, so that they can henceforth be utilized as a single parcel. Pursuant to Government Code Section 66499.20, the Voluntary Merger process provides the authority to the Planning Director to review and approve such a request. Upon approval, a *Certificate of Voluntary Merger* shall be recorded with the County Recorder.

Upon submittal of a Voluntary Merger application the Planning Division will distribute the request to the following Departments for evaluation:

- Planning Division – The Project Planner shall determine consistency with the General Plan.
- Engineering and Surveying Division - Review current deeds and prepare legal description of the merged property for the Certificate of Voluntary Merger. The legal description format will reference the current deed information.
- Assessor's Office - Determines whether any Tax Rate Areas would be affected.
- Treasurer-Tax Collector - Determines if there are any outstanding liens on the parcels.

Once clearance is provided by the Engineering and Surveying Division and the County Assessor's Office, the Planning Division will issue the *Certificate of Voluntary Merger*. The Certificate of Voluntary Merger will be mailed to the property owner who will be instructed to sign and notarize the document and then record it with the County Recorder's Office. If the property owner is seeking a permit that requires evidence of a Voluntary Merger, he/she should provide a copy of the recorded document to the permitting authority. The County Recorder will return a copy of the recorded Certificate of Voluntary Merger to the Planning Division.