



## Voluntary Lot Merger Checklist

**INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.**

**MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.**

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

**Pre-Application Review:** Prior to a formal plan submittal, a conversation with a planner is encouraged to review the application requirements and preliminary plans in relation to City development policies, the General Plan, zoning requirements, and any potential issues.

**Application Intake Meeting:** All applications require a submittal meeting with a staff planner to ensure application requirements have been fulfilled. A complete application expedites the initial planning review process.

**Digital Submittals:** **Fully digital submittals are encouraged.** Paper copies of plans and supporting documents will be accepted but are not required. Fold or roll all plans if submitting materials on paper. **Digital copies are required even if the original submittal is on paper.** Please contact Planning staff for a digital folder link prior to intake meeting.

### I. General Application Materials:

- Complete Planning Application** – Signed by each property owner and the applicant/representative if applicable. Wet signature or digital signature (DocuSign, Adobe, etc.) required. Applications with a typed or scanned signature will not be accepted.
- Title Report** – Must be current within 6 months and cover all properties proposed to be merged.
- Full Payment of Applicable Fees** – Contact [planning@atascadero.org](mailto:planning@atascadero.org) for fee calculation. We accept in-person payment via cash, debit/credit card (under \$5,000), or check. Mailed checks are also accepted. Do not mail cash.
- Authorization** – An authorization consenting to the proposed merger signed by all parties having a fee title interest in the properties to be merged.

### II. Additional Documentation:

- Assessor Parcel Maps** – Must have the affected properties highlighted.
- Maps of Proposed Lot Merger** – Must show all property lines and dimensions of affected parcels.