

City of Simi Valley Submittal Checklist For LOT MERGER (LM) REQUESTS

Note: All plans must be individually folded by the applicant to a maximum 8½” x 14” size. Also, all reports or studies must be consistent with applicable City specifications, which are available upon request. (Additional copies of some documents will be required for public hearings.)

Please be aware that to qualify for this process, you must meet the requirements of Section 66451.11 of the Subdivision Map Act, which relates to substandard lots. If your request does not meet these requirements, you may need to meet the requirements for filing a tentative map.

Items REQUIRED of ALL Applications:

- 4 copies of a Preliminary Title Report prepared within the past 3 months for all parcels.
- 18 copies of the lot merger map and existing and proposed Legal Description of all properties within the area of the requested Lot Merger showing: (a) existing lot lines; (b) proposed lot lines; (c) location of all structures on all parcels; and (d) distances between buildings and proposed lot lines.
- Additional information or special studies may be required with your application. Their need will be determined by your case planner after review of your request.
- 1 copy of Property Owner’s Map; 3 sets of Mailing Labels (SELF-STICKING); and, 1 signed Certified Property Owner’s List Affidavit.* These items must be prepared within the past 3 months.
- Applicable fees.**

Additional Items REQUIRED for Public Hearing for ALL Applications (It is recommended that these items be submitted after planning review):

- 21 copies of the lot merger map.***
- 1 copy of above exhibits reduced to 8½” x 11”.

* Guidelines on the preparation of this item are available upon request.

** Refer to Department of Environmental Services Summary of Service Charges.

*** Any request that is heard by the Planning Commission or City Council will require 10 additional sets of exhibits.