



Lot Consolidation Application Checklist

BACKGROUND

A Lot Consolidation is the process of merging up to four (4) existing contiguous parcels (legal lots that touch each other) into one parcel. Consolidating lots can be a crucial step in land development projects because it can allow for larger, unified space that can support more flexible and efficient use of land. For example, consolidating smaller lots into one larger parcel may allow for larger projects that might not be feasible on smaller lots. In this application checklist, you will find essential information on the prerequisites for lot consolidation, necessary documentation, and the steps to complete a lot consolidation.



FEES

- There is a flat fee for the consolidation of two (2) lots, plus a fee for each additional lot or part of a lot.
- See the [Certificate of Compliance without Boundary Adjustment Coversheet](#) for more detailed fee information. Additional fees may be required based on the specific details of your application, including fees associated with DEHQ certification.

INITIAL GENERAL REQUIREMENTS

This checklist is for informational purposes only. Final approval or disapproval of an application will be determined based on applicable laws and regulations. For those with questions about a potential project, scheduling an Initial Consultation Meeting is strongly recommended. This meeting provides a chance to discuss project details with a planner, who will review the project's "ins and outs" and provide general guidance on its feasibility and requirements. This can be helpful to clarify expectations before investing significant time or money. During the meeting, the planner will also provide basic project information and outline the initial deposit required to begin. Please use the following link to get started: [Initial Consultation Meeting](#)

REQUIRED FORMS

All forms must be completed and saved as an electronic PDF file on a USB Flash Drive. Bring the required materials to the Zoning Counter on the first floor of PDS office to submit your application.

- [PDS-126](#) – Application Deposit Acknowledgement and Agreement
- [PDS-239](#) Plat - MUST be prepared by licensed surveyor or Civil Engineer.
 - MUST have Department of Environmental Health & Quality (DEHQ) certification. This must be completed with before submitting the application to PDS.
 - Must be signed IN WET INK by all owners and the Surveyor or Engineer who prepared it.

- MUST be printed on Legal Size Paper which is 8.5"x14" - Plans must be legible and drawn to scale. If the plans are not legible, or do not meet the requirements listed below, your application will not be accepted for processing.
 - If the project is in violation, plans must have a Code Compliance Officer's stamp before accepting the application.
- [PDS-320](#) - Evidence of Legal Parcel(s)
- [PDS-346](#) Discretionary Permit Application (complete front side only).
- [PDS-350](#) Request for Merger of Parcels – Certificate of Compliance
- [PDS-399S](#) (Sewer) Section 2 must be filled out by district.
 - NOTE: If the parcel currently uses or will require the use of an onsite wastewater treatment system then DEHQ certification is required in lieu of PDS-399S
- [PDS-399W](#) (Water) Section 2 must be filled out by district.
 - NOTE: If the parcel currently uses or will require the use of a private well(s) for potable water then DEHQ certification is required in lieu of PDS-399W
- [PDS-715](#) Project Description
- Grant Deed(s) - A legible copy of the most recent recorded deed for all involved parcels.
- Legal Access Evidence - Documentation of recorded access to subject property (unless abutting a public street), if not recorded with the current owner's deed.
- Legal Descriptions: Resultant Legal Description(s) for each proposed parcel(s)
 - Typed on plain white paper 8½" x 11", with one (1") inch margins, signed by a licensed land surveyor or by a registered civil engineer authorized to practice land surveying. The sheet should be titled Exhibit "A", and list each parcel accordingly: Parcel "A", Parcel "B", etc.
 - If legal access for each respective parcel is via private road easements, each should be listed accordingly: Parcel "A-2", Parcel "A-3" & Parcel "B-2", Parcel "B-3"
 - **Legal descriptions are not required at intake but must be submitted prior to final approval. Legal Descriptions must bear the seal and signature of the Licensed Land Surveyor.** Label each description to correspond with parcels shown on plat (e.g. "Parcel A", "Parcel B", etc. Exhibit "A" at top of first page). Also, if more than 2 pages, paginate: 1 of 3, 2 of 3, etc.

A Registered Property Owner MUST SUBMIT a Signed Letter of Authorization for an Agent if ANY of the following apply:

- An Authorized Agent signs [PDS-346](#) and is not the registered owner of the parcel
- The parcel is owned by two or more registered owners
- Not all of the registered owners are signing [PDS-346](#)
- The Authorized Agent is not the Financially Responsible Party
- The parcel is owned by a Corporation

In addition, the following requirements apply:

- Financially Responsible Party MUST SIGN [PDS-126](#).
- Financially Responsible Party INFORMATION MUST MATCH EXACTLY on form [PDS-126](#).
- Authorized Agent may sign form [PDS-346](#) ONLY IF ATTACHED to a Signed Letter of Authorization.

Informational Handouts - for your information only. You do not need to submit these.

- [PDS-209](#) - Defense and Indemnification Agreement FAQs
- [PDS-248](#) - Rules and Regulations Governing Certificate of Compliance
- [PDS-906](#) - Signature Requirements

If you have questions concerning the above information, please contact Planning & Development Services at (858) 565-8985 or email PDSZoningPermitCounter@sdcounty.ca.gov

If you have any questions concerning Health Department certification, please contact the Department of Environmental Health at (858) 565-5173