



# Lot Merger Application

Development Services Department –  
Planning Division  
460 N. Euclid Avenue  
Upland, CA 91786  
(909) 931 – 4130

PROJECT ADDRESS/LOCATION:

STAFF USE ONLY	
FILE NO.: LM –	
RELATED FILES:	

\_\_\_\_\_  
\_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**PROJECT DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT CERTIFICATION**

I hereby certify that the information provided is complete and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STAFF USE ONLY				
DATE RECEIVED:	RECEIVED BY:	FEES:	RECEIPT NO.:	ASSIGNED PLANNER:

<b>FILING REQUIREMENTS</b>
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- Four (4) copies of plans (no larger than 8 ½ inches by 11 inches) which are clearly and accurately dimensioned, showing the before and after lot configurations and dimensions for each lot. Any buildings or structures should be depicted including setbacks from property lines.
- Two (2) copies of a written legal description describing the before and after conditions of each lot. **All plans and legal descriptions must be wet stamped by a registered civil engineer.**
- Two (2) copies of the TITLE REPORT showing legal vesting, lot description, easements and map of the property.
- A notarized letter of authorization from the property owner(s) is required if the application is not being made by the property owner(s).
- A notarized letter from the lender for each lot indicating agreement with the proposed lot merger.
- Digital copies of all above items on a flash drive.

**FILING FEES:**

Lot Merger:	\$2,510.00
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\*Per the amendment to the Master Fee Schedule in Resolution No. 6825 adopted by the City Council and effective on July 1, 2025. The applicant is responsible for all costs incurred by the City including supplies, equipment and the fully burdened rate of staff involved. A deposit may be required, as determined by the Development Services Director, for complex projects, negotiations, or the use of third-party vendors. These deposit fees are determined by third party vendor contracts, invoicing by contract employees and projects that are major or complex in nature, that exceed the billable staff rate to complete. The amount will be varied based on the scope of the project. Only the true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.