Application for a Merger shall be submitted to the Engineering Section and shall include the following:

1. A letter requesting a merger, addressed to the City Engineer. The letter is to identify the parcels to be merged.

2. An application fee as listed in the latest Master Fee Schedule.

3. A copy of a Title Report or Preliminary Title Report, dated within 30 days at the time of application submittal for each parcel.

4. Copies of the vesting deeds for each parcel.

5. Legal descriptions of the parcels to be merged.

6. A plat map, 8 ½” x 11” in size, drawn in black ink, showing the parcels to be merged.