



**Office of Planning and Zoning**  
**Development Division**  
*www.aacounty.org*

**TO:** Interested Parties

**FROM:** Development Division, Office of Planning and Zoning

**SUBJECT:** Lot Merger Agreement Instructions

As per Article 18 Section 18-4-203(a) of the Anne Arundel County Code, you are required to combine legal, contiguous lots under the same ownership. You are required to execute a Lot Merger Agreement via the following process:

1. Lots must be under identical ownership, and have the same zoning and property tax account number. If the lots are under separate property tax account numbers, you must consolidate them under one number. Contact the State Department of Assessments and Taxation (410-974-5717 or 410-974-5726) for information about consolidating the lots under one number. Once the lots are identified under the same tax account number, submit tax number consolidation documentation to the Permit Application Center and also include a copy when submitting the Lot Merger Agreement to OPZ.
2. Complete the Lot Merger Agreement with the proper notarized signatures of all property owners listed on the deed. Print the owner(s) name(s) at the top of the first page. If an owner is deceased, please provide a copy of the death certificate. **Do not date the Agreement on the first page; the date will be added upon signature of the Planning and Zoning Officer.**
3. **Please note that when these documents are executed by or on behalf of a corporation, the signature line and notary certification should indicate that official capacity of the executing party. LLCs, LLPs, etc. will require proof of authority.**
4. Attach a copy of the most recent deed.
5. Submit the signed agreement to the applicable reviewer. Please allow 10 working days for an internal routing process, at which time applicable approvals can be posted. This office will record the Agreement at the County Circuit Court, which will in turn provide a copy of the recorded document to the property owner.

If you have any questions on this process contact the Zoning Reviewer listed on the comment letter.