



County Executive Steven R. Schuh

Office of Planning and Zoning

www.aacounty.org

TO: Interested Parties
FROM: Development Division, Office of Planning and Zoning
SUBJECT: Lot Merger Agreement Instructions
DATE: March 8, 2017

As per Article 18 Section 18-4-203(a) of the Anne Arundel County Code, you are required to combine legal, contiguous residential 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.
2. Complete the Lot Merger Agreement including all information regarding subdivision and lot information, deed references, etc., along 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 exactly as it appears in the deed. 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. When these documents are executed by a Trustee(s), please provide a copy of the Trust Document.
5. Attach a copy of the most recent deed.
6. Submit the signed agreement to the applicable reviewer along with verification that taxes for the lots have been paid. Please allow 10 working days for an internal routing process. **The applicant will be contacted to submit a check for \$60.00 at the time of recording, made out to the "Clerk of the Court."**
7. The associated permit(s) can be issued once the agreement is approved and the check is submitted.
8. 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 **at 410-974-5709 or by email at sdatt.aa@maryland.gov** for information about consolidating the lots under one number.

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