

CITY OF WESTMINSTER
“HOLD AS ONE” AGREEMENT PROCEDURES

Submittal Requirements:

1. Three (3) copies of the completed “Hold As One” Agreement Application including the following:
 - a. Form completely signed by the property owners. **Signatures must be notarized.**
 - b. Legal description of “Hold As One” properties. (Exhibit “A”)
 - c. Map showing “Hold As One” properties. (Exhibit “B”)
2. Two (2) copies of title reports and backup documents.

Processing Procedure:

1. Submittal of “Hold As One” Agreement Application to the City.
2. City staff will review the “Hold As One” Agreement Application.
3. If necessary, applicant will make the necessary revisions to the “Hold As One” Agreement Application and resubmits the application to the City.
4. City staff will take the “Hold As One” Agreement Application to City Council for approval. (No Public Hearing Required)
5. Once City Council approves the “Hold As One” Agreement Application, City Clerk will forward the application to the County of Orange Clerk- Recorder Department for recordation.