

LOT LINE ADJUSTMENT OR PARCEL MERGER FILING INSTRUCTIONS & CHECKLIST

This form must be filed with your application. Please check off each item to verify that the required information is attached. Your application will not be accepted if any required item is missing.

A. Initial Submittal Package:

- () 1. Land Use Application
- () 2. Tentative Lot Line Adjustment/Merger Supplement Application Information (attached to this checklist)
- () 3. Filing fees in the amount shown on the most recently adopted fee schedule (\$_____)
- () 4. Lot Line Adjustment/Parcel Merger Exhibit. The exhibit must be prepared by a licensed land surveyor or a registered civil engineer.
 - a. North arrow
 - b. Recognized engineers or architects scale
 - c. Vicinity map showing location of project in relation to surrounding area (1" = 2000')
 - d. 1/2" clear borders and 0.08 minimum font size
 - e. Minimum paper size 11" x 17"
 - f. The location of existing and proposed boundary line distances in feet and bearings of lines, using easily distinguishable line weights
 - g. Lot lines distances in feet and bearings of lines
 - h. Lines indicating the direction of slope and approximate percent of grade
 - i. Basis of bearing reference
 - j. Adjoining property information:
 - i. Owner name and address
 - ii. Assessor Parcel Number
 - iii. Grant Deed document number
 - k. Assessor parcel numbers
 - l. Area calculations for existing and proposed parcel sizes
 - m. Location and identification of all existing buildings, structures, etc. on the subject properties and adjacent properties that may be affected by the proposal. Show the approximate dimensions and distances from the property line to the existing buildings
 - n. Location of public water and sewer connections, as well as any existing or proposed private well and septic systems
 - o. Location and dimensions of all parking areas and driveways from adjacent roads
 - p. Location, width, name, and status (public or private) of all existing and proposed roads and easements lying within, adjacent to or serving the site, showing route of access from the road
 - q. Location of streams, ditches, drainage facilities and other water courses
 - r. All existing easements of record with references to the recorded documents
- () 5. Preliminary Title Report from within the last 3 months. An updated title report(s) may be required just prior to LLA recordation. Hyperlinks to all easements and or deeds relevant to the lot line adjustment must be available within the title report(s) or copies submitted. (Contact the Title Company's customer service office for assistance)
- () 6. Current Assessor's Parcel Map depicting each lot to be adjusted. One 8 1/2" x 11" copy of the current Assessor's Parcel Map with the project site shown. Maps may be obtained from the City Office.
- () 7. Grant Deeds and Easements. Submit copies of the property grant deeds and easements for review. Copies of all easements and or deeds relevant to the LLA that are present on the title report(s), either electronic or hard copies. (Contact the Title Company's customer service office for assistance)

The following is also required when applicable:

- () 8. Split Zoning. Where an adjustment is proposed between parcels in different land use or zoning districts, a concurrent application for a General Plan Amendment or Rezone may also be needed to ensure district boundaries coincide with the resultant property lines. This requirement may be waived if the City finds that the proposed changes are not significant. Where an LLA necessitates a change in zoning district boundaries, such rezoning shall not be finalized until the LLA is finalized.
- () 9. Documentation of the Status of Historic Parcels. If the property owner believes that historic parcels exist on the property where a LLA is proposed, then those parcels must be indicated on the site plan and evidence of their legal creation must be provided. The City may require an Administrative Certificate of Compliance to verify that the parcels are separate legal parcels prior to processing the LLA. Failure to document underlying parcels will result in their permanent merger as a part of the recordation of the LLA.
- () 10. Signing Authority for Trust or LLC. When a property is owned by an entity such as a company, corporation, partnership, or trust, signing authority must be provided (e.g., operating agreement or articles of incorporation).
- () 11. Lender Consent Letter. When a subject property is encumbered by a Deed of Trust (bank loan, private loan, etc.), it will be necessary to provide a signed written verification from the beneficiaries or trustees stating that they will accept additional property, or release a portion of the property, or both as the case may be. This process may be facilitated by a Title company.

B. Final Submittal Package

The final submittal package is provided once the tentative adjustment or merger is approved, and the proposal is ready for recordation. The applicant will be instructed to submit the following documents once approval is granted. The documents listed below do not need to be submitted with the initial application.

1. Legal Description(s) for Transfer Parcel(s) – Only Required for LLAs

A legal description for each portion of land to be transferred shall be provided. The legal description must be signed and sealed by a registered surveyor/engineer, licensed to perform land surveying in the State of California. The description shall include the resultant square foot area for the final lot configuration and be accompanied by a plat. The plat and the legal description shall be provided as separate exhibits, and each exhibit shall be named in a unique alpha numeric sequence. Documents shall be labeled as "Exhibit," followed by the unique identifier. Document should be titled as follows:

- a. "Exhibit A"- project name- and project address.
- b. "Exhibit B" – plat graphic – project name and project address.
- c. See first Plan check markups attached.

2. Legal Description(s) for Resultant Parcel(s)

A legal description for every new adjusted parcel shall be provided. The legal description must be signed and sealed by a registered surveyor/engineer, licensed to perform land surveying in the State of California. The description shall include the resultant square foot area for the final lot configuration and be accompanied by a plat. The plat and the legal description shall be provided as separate exhibits, and each exhibit shall be named in a unique alpha numeric sequence. Documents shall be labeled as "Exhibit," followed by the unique identifier.

- 3. Notary acknowledgement for each signatory. Consent to LLA or modified deed of trust form signed by any beneficiary, including banks, mortgage companies or anyone with title interest (as identified in the title report). (As required above under Initial Application, if the signer is acting on behalf of an entity such as an LLC or corporation, additional documentation such as operating agreement or articles of organization must be provided to verify signing authority.) All signatures must be notarized, and all applicable notary acknowledgments must be attached.
- 4. Property Tax Verification. Tax receipts or alternate verification providing proof that the property taxes are paid and up to date.

5. Recorded Document Requirements. Once the final documents are reviewed and approved by the City, the City Surveyor will sign all cover sheets and original legal descriptions, as well as generate and execute an Instrument of Merger (which only applies to lot mergers).

The Lot Line Adjustment or Merger package will be released to the applicant or the applicant's Title Company once the final signatures are obtained.

Please note: The applicant or the Title Company will be responsible for recording the new legal descriptions and providing a conformed copy to the City.

TENTATIVE LOT LINE ADJUSTMENT/MERGER SUPPLEMENTAL APPLICATION INFORMATION

Number of parcels affected by adjustment: _____

Reason for Lot Line Adjustment or Merger: _____

PARCEL #1:

Assessor's Parcel #: _____ Acreage: _____
(Current) (Proposed)

Property Situs Address: _____

Full Name of Property Owner(s): _____

Mailing Address & Zip Code: _____

Phone No: (____) _____ E-Mail: _____

PARCEL #2:

Assessor's Parcel #: _____ Acreage: _____
(Current) (Proposed)

Property Situs Address: _____

Full Name of Property Owner(s): _____

Mailing Address & Zip Code: _____

Phone No: (____) _____ E-Mail: _____

REPRESENTATIVE (if any): _____ (____)
Name Telephone No.

Mailing Address & Zip Code: _____

Phone No: (____) _____ E-Mail: _____

I hereby acknowledge that I have read this application and state that the information given is correct. I agree to comply with all County Ordinances and State laws regulating property development.

Signature of Property Owner(s): _____ DATE: _____

Signature of Property Owner(s): _____ DATE: _____

Signature of Property Owner(s): _____ DATE: _____

Signature of Property Owner(s): _____ DATE: _____

**IF MORE THAN 2 PARCELS ARE BEING ADJUSTED, PROVIDE REQUIRED
INFORMATION FOR ADDITIONAL PARCELS ON A SEPARATE PAGE**