

Lot Tie Covenant and Agreement Application - Information Sheet and Submittal Checklist

A Lot Tie Covenant and Agreement legally binds multiple contiguous parcels of land, treating them as a single lot for zoning and development purposes. This guide provides an overview of the application process, key requirements, and necessary steps for compliance.

1. Understanding the Purpose

The Lot Tie Covenant and Agreement serves to:

- Ensure compliance with zoning and land use regulations.
- Prevent unauthorized parcel separation.
- Facilitate development approvals for projects spanning multiple lots.
- Maintain infrastructure, access, and utility requirements.

2. Application Requirements

To apply for a Lot Tie Covenant and Agreement, applicants must provide the following:

1. ☐ **Completed Application Form.**
2. ☐ **ONE COPY Legal Description of each of the proposed parcels that has been prepared by a licensed land surveyor or registered civil engineer, authorized to perform land surveying, containing original signature and seal.**
3. ☐ **Site Plan – Clearly illustrating lot boundaries, structures, and infrastructure.**
4. ☐ **Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application OR A copy of a current Preliminary Title Report (issued within 60 days of application submission).**
5. ☐ **A Notarized Property Owner Affidavit Form**
6. ☐ **Application Fee - A Deposit of \$2,000 will be collected City Engineer review and a fee of \$617 for processing the Lot Tie Covenant Agreement.**

3. Application Process

- **Pre-Application Consultation** – Meet with the planning department to discuss requirements.
- **Submission of Application** – Submit your application with above mentioned documents and payment directly to Planning at irromero@CityofNeedles.com or return it to our customer service office at: 817 Third Street, Needles, CA 92363.
- **Review and Approval** – The Planning Department and City Engineer will review for compliance with zoning and development codes.
- **Recording the Agreement** – Once approved, the agreement must be recorded with the county recorder's office.
- **Final Confirmation** – Receive confirmation that the lot tie is legally enforceable.

4. Important Considerations

- **Permanent Binding Effect** – The agreement applies to future property owners unless officially removed.
- **Modification or Removal** – Requires a formal process, including city approval and legal recording.
- **Impact on Future Development** – Understand how the lot tie affects future property use and resale options.

5. Contact Information

For questions or further assistance, contact the Planning Department at (760) 326-2115 x127 or irromero@CityofNeedles.com.



LOT TIE COVENANT AND AGREEMENT APPLICATION

City of Needles

817 Third Street, Needles, CA 92363

Phone: 760.326.2113

Please complete all sections of this application. Use the information sheet and checklist to ensure you meet all submittal requirements.

Applicant (if applicable):

Address: _____

Phone: _____

Email: _____

Property Owner:

Address: _____

Phone: _____

Email: _____

Contact Person:

Address: _____

Phone: _____

Email: _____

Property Location:

Site Address(es): _____

Assessor's Parcel Number (s): _____

Is the Covenant required as part of a Building Permit or Entitlement? Please describe.

ATTEST: I certify that the information provided in this application, along with all accompanying maps, plans, legal descriptions, and other submitted materials listed on the Application Checklist, is accurate and complete to the best of my knowledge. I authorize the applicant named in this application to act as my representative in all matters related to processing this application with the City of Needles. *A Notarized Property Owner Affidavit Form is required.*

Property Owner: _____

Name (Please print)

Date: _____

Title: _____

Signature

Applicant: _____

Name (Please print)

Date: _____

Title: _____

Signature