



CITY OF NEVADA CITY

317 Broad Street • Nevada City, California 95959 • (530) 265-2496

OFFICE USE ONLY		
Filing Fees		
Check	Cash	Online

TENTATIVE LOT LINE ADJUSTMENT APPLICATION

Lot Line Adjustments, where land is taken from one parcel and added to an adjacent parcel are reviewed administratively by staff. A Lot Line Adjustment may not result in a greater number of parcels than existed prior to the adjustment; it may not result in additional density for the affected parcels; it may not result in the potential for further division of affected parcels; it may not create non-conforming lots, nor may it create conflicts with any zoning or building requirements, including property line setbacks for buildings. Please be aware that if any health and safety violations, such as unpermitted structures, exist on a parcel involved in the Lot Line Adjustment, the parcel must be brought into compliance.

Approximately 30 days after filing an application, the Planning Director will act to approve or deny your tentative lot line adjustment. Upon approval, it is the applicant's responsibility to contact a professional land surveyor or engineer to complete the adjustment by recording deeds to convey the property, in one of the following two ways:

1. If a Record of Survey is submitted for recordation it shall be signed and sealed by a land surveyor or civil engineer licensed to practice land surveying in California, and be in compliance with Subdivision Map Act Section 66412(d).
2. If a record of survey is not prepared for an approved lot line adjustment, the document used to convey the property shall be accompanied by a sketch map depicting the adjusted boundary. The sketch map shall be signed and sealed by the land surveyor or civil engineer, shall include a statement that a record of survey is not required in conformance with Section 8762 of the Business and Professions Code and shall include the City File Number approving the adjustment.

The following information is required to review your proposal:

- ☐ The complete application form (attached).
- ☐ Filing Fees: In accordance with the latest fee schedule (you can find the current fee schedule here: <https://nevadacityca.gov/159/Finance>).
- ☐ A copy of the grant deed to each parcel.
- ☐ A brief, typewritten letter of explanation demonstrating the need for the adjustment.
- ☐ Three hard-copies and one digital copy of a tentative map or drawing showing both the existing property boundaries and the proposed boundaries (including the final document to be recorded). The following information must be shown on the tentative map:
 - a. A legend stating the owners' names, parcel numbers and date.
 - b. List water source and method of sewage disposal.
 - c. Drawing must be to scale. Indicate scale used.
 - d. Show existing and proposed acreages.
 - e. Show existing and proposed property lines.
 - f. Include North Arrow.
 - g. Show any improvements existing on the property, including structures, roads, ponds.
 - h. Show any easements (roads, utility, etc.)
 - i. Include a Vicinity Map showing location of property within City.

TENTATIVE LOT LINE ADJUSTMENT APPLICATION

Parcel #1

Property Owner Info					
Property Owner Name					
Property Owner Mailing Address					
Email Address		Phone Number			
Parcel Info					
Parcel Street Address					
Assessor's Parcel Number <i>You can find your APN by visiting</i> https://maps.nevadacountyca.gov/myneighborhood/		Acreage (Current)		Acreage (proposed)	

Parcel #2

Property Owner Info					
Property Owner Name					
Property Owner Mailing Address					
Email Address		Phone Number			
Parcel Info					
Parcel Street Address					
Assessor's Parcel Number <i>You can find your APN by visiting</i> https://maps.nevadacountyca.gov/myneighborhood/		Acreage (Current)		Acreage (proposed)	

***IF MORE THAN 2 PROPERTIES ARE INVOLVED, PLEASE ATTACH AN ADDITIONAL PAGE LISTING REQUIRED INFORMATION.**

Representative (if any)			
Representative Mailing Address			
Representative Email		Rep. Phone Number	

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

Signature of Property Owner		Date	
Signature of Property Owner		Date	