



*Small Town with a
Big Backyard!*

CITY OF BISHOP

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LOT LINE ADJUSTMENT/PARCEL MERGER REQUIREMENTS (Four or Fewer Parcels)

1. **PREFACE:** A Lot Line Adjustment/Parcel Merger is applied for when a property owner wishes to change the property lines of existing parcels. The process can be used to do a number of things, such as: combine up to four adjacent parcels into one parcel, alter the boundary between up to four parcels, or reconfigure the shapes of up to four parcels.
2. **CONSULTATION:** To avoid unnecessary expense and delay consult with the City of Bishop Planning Department for a preliminary review and discussion of your proposal in order to answer any questions regarding the application and processing procedures.
3. **PLANNING DEPARTMENT LOT LINE ADJUSTMENT/PARCEL MERGER APPLICATION:** The Lot Line Adjustment/Parcel Merger Form must be completed in its entirety and must be signed by the authorized property owner(s) of each property as listed on a title report.
4. **APPLICATION SUBMISSION:** Submission of the following normally constitutes a complete application (please see corresponding description below):
 - A. Planning Department Permit Application
 - B. Fee Agreement
 - C. Lot Line Adjustment/Parcel Merger Exhibits:
 - o Exhibit Map (Exhibit A)
 - o Legal Description (Exhibit B)
 - o Notarized Owner's Certificate (Exhibit C)
 - D. Site Plan
 - E. Deed(s)
 - F. Title Report, prepared by a title company within 30-days of submission of the application
 - G. Original Legal Description

The Application Exhibit Map must include:

- A. The eight and one-half inch by eleven-inch plot showing the proposed adjustment shall include the following information:
 - a. Location of all structures, water lines, sewer lines, and any existing easements and their use;
 - b. Before and after acreages;
 - c. Identification of the location of existing property lines to be removed and property lines to be added.

C. The owners of all parcels affected by the lot line adjustment shall sign the application.

D. A title report no older than thirty days shall be submitted for all lots/parcels involved in the application.

5. LOT LINE ADJUSTMENT/PARCEL MERGER “EXHIBIT” MAP: California licensed surveyors or California registered civil engineers qualified to prepare surveys must prepare Lot Line Adjustment/Parcel Merger Exhibit Maps. The surveyor/engineer shall obtain a Lot Line Adjustment or a Parcel Merger number from the City of Bishop Planning Department before submission.

6. DEEDS: Provide existing deeds and prepare new deed(s), for all properties affected, modifying the legal description to reflect the proposed Lot Line Adjustment/Parcel Merger. Legal descriptions of the modified property boundaries after the proposed Lot Line Adjustment/ Parcel Merger must be prepared by a California licensed surveyor or California registered civil engineer qualified to prepare surveys. Any deed filed for record shall contain the words “for purposes of lot line adjustment” in bold letters at least one-fourth inch high at the top center of each page and shall contain in the text the following language:

This deed is for the purpose of adjusting property lines only and does not convey a separate parcel.

1. NOTARIZED OWNER’S CERTIFICATE: Complete the attached Owner’s Certificate for Lot Line Adjustment/Parcel Merger and have notarized by an Authorized Notary Public.

2. TITLE REPORT: For each property obtain a copy of a title report prepared by a title company within 30-days of submission of the application.

7. PROOF OF CURRENT PROPERTERY TAX STATUS AND SPECIAL PROPERTY ASSESSMENTS: Provide proof that all property tax payments are up-to-date and special property assessments have been paid off or segregated.

8. DECISION: The application will be reviewed, and additional clarifying information may be requested. After the application is deemed complete, a decision will be rendered. If the application is approved, the deed(s), legal description, and Exhibit Map will be recorded, and the Planning Director will issue a Notice of Approval. If the Lot Line Adjustment/Parcel Merger application is approved, recording fees may be requested payable directly to the Inyo County Recorder. These documents will be routed accordingly, including to the Inyo County Assessor.

EXHIBIT C - OWNER'S CERTIFICATE FOR SUBDIVISION

I (we) hereby certify that I (we) are the owner(s) of, or have some right, title, or interest in and to the real property included within the adjusted boundaries for Tentative Parcel Map No. _____ and as described in Exhibit A and Exhibit B. Said property(ies) are currently described as Assessor's Parcel No(s). _____.

I (we) (am) (are) the only person(s) whose consent is necessary to pass a clear title to said property, and I (we) consent to the recordation of documents and accompanying information necessary to approve our application. Furthermore, I (we), the undersigned, hereby request that the County Assessor amend the Plat map for the subject Assessor's Parcel Number(s), as necessary to prevent an increase in the number of Assessor's parcels in conformance with the subdivision.

Owner(s) of Record: _____
Name of Person, Trust, Co., Inc., LLC, etc.

By: _____
Signature(s) of owner, agent or trustee

By _____
Signature(s) of owner, agent, or trustee

Print name and title

Print name and title

Date

Date

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF _____

On _____ before me, _____, Notary Public,

personally appeared, _____
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)