



## **Planning Department & Public Works Department**

### **GUIDE TO THE CERTIFICATE OF COMPLIANCE/ LOT LINE ADJUSTMENT APPLICATION**

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As authorized under the provisions of Section 66412(d) of the State Subdivision Map Act, a lot line adjustment may be approved between two or more existing adjacent parcels where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed, are not thereby created.

All lot line adjustments receive the comprehensive review required of land divisions.

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of Lot Line Adjustment applications. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

#### **CRITERIA FOR ACCEPTANCE OF ALL FILINGS:**

- Parcels that are eligible for Unconditional Certificates of Compliance and improved with primary structures.
- Parcels or lots approved under the procedures of the Subdivision Ordinance or any former County Ordinance regulating the design and improvement of subdivisions.
- All or any portion of a former utility or public right-of-way.
- No additional parcels will result from the lot line adjustment and any land taken from one parcel will be added to an adjacent parcel.
- The lots proposed to be created by the Lot Line Adjustment comply with all applicable zoning and subdivision regulations.
- The lot line adjustment, in and of itself, will not result in the need for additional improvements and/or facilities.

#### **INSTRUCTIONS:**

Persons wishing to file an application for a lot line adjustment may do so at the Planning Department.

To insure prompt and adequate service, please make an appointment to discuss or file your application. Incomplete or inadequate filings will not be accepted.

## Certificate of Compliance/Lot Line Adjustment

The application package shall consist of the following documents in a hard copy, and in an electronic format (CD or website link to download):

Master Planning Application

Lot Line Adjustment Map

❖ Lot line adjustment maps may be prepared by any qualified person. Maps that are incomplete or unclear will not be accepted for submission. Maps should be 8.5”x 11” whenever practical. The applicant shall submit **3 prints** (on white background). Each map shall show the following information:

❖ The map should be titled in bold letters located in lower right hand corner as follows:

“LOT LINE ADJUSTMENT”

❖ North point, date and scale. Maps should be oriented so that NORTH is at the top.

❖ The dimensions and record boundaries of the total ownership.

❖ Sufficient dimensions and record boundaries so as to define the boundaries of the subject properties.

❖ The approximate boundaries, dimensions and area of each proposed lot.

❖ A number of each lot. (no letters)

❖ The names, locations, widths and improvements (within rights-of-way) of all adjoining highways, streets or ways.

❖ The width and approximate alignments of all easements, whether public or private, for access, drainage, sewage disposal, and existing public utilities.

❖ The location of the nearest fire hydrant(s) located within 500 feet of the lots.

❖ Actual street names or an identifying letter for proposed streets.

❖ Indicate topography by showing approximate contours.

❖ The location of existing structures or improvements must be clearly and accurately drawn to scale and indicate the distance to proposed lot lines. If it is impossible or impractical to describe such structures or improvements on the map, such information should be submitted on a separate sheet. Show house number and disposition of each structure.

❖ The approximate location and direction of flow of all defined water courses.

❖ A vicinity map, or indicate the location and distance of the lots in relation to the nearest existing cross streets.

❖ Present and proposed zoning.

❖ The location of any existing sewage disposal system.

## Certificate of Compliance/Lot Line Adjustment

- ❖ The distance from new lot line to the house lateral or private sewage disposal.
- ❖ Fold larger maps to an 8.5”x 11” size with the map number showing on the front.
- ❖ Calculate the square footage of all parcels and show on map (before and after lot line adjustments).

### Owner’s Statement

The applicant shall complete and submit three (3) copies of the “Owner’s Statement” form. Submission of this statement will satisfy the requirements of Section 312, Ordinance 4478, for written statements.

### Assessor Maps

Submit three (3) prints of the most recent Assessor Map Book page or pages covering the proposed lot line adjustment.

### Title Reports

Submit three (3) copies of a recent (not more than 12 months old) title report for all parcels.

### Original Copy

Submit one original Certificate of Compliance and appropriate continuation sheet if necessary, only using forms provided by the Planning Department.

### Description

List parcels separately with the total descriptions after the adjustment on the Certificate of Compliance form.

### Names

All property names must appear typed and signed on the Certificate of Compliance. If more than six names are necessary, contact the Planning Department.

### Number

Obtain Certificate of Compliance number from the Planning Department at the time of submittal.

### Filing Fee