

LOT LINE ADJUSTMENT

1. What is a lot line adjustment?

A lot line adjustment is a minor moving of a lot line(s) between two or more parcels.

2. Who needs a lot line adjustment?

A lot line adjustment is recommended to increase or decrease existing parcels as long as the parcel size meets the zoning requirements. Lot line adjustments are used to correct minor trespasses (i.e., building a garage over the line) or to add acreage to a parcel for the owner convenience.

3. How do I obtain a lot line adjustment?

The Planning Department will provide you with the application and zoning information. A professional must complete the application. It is reviewed by the Planning Department and other City departments prior to action by the City Manager or, if appealed, action by the Planning Commission.

4. What kind of information must I provide on the application forms?

A detailed plot plan must be submitted showing accurate existing and proposed lot dimensions, access points to all parcels and easements and approximate locations of existing and proposed improvements (i.e., buildings), slopes, streams, ponds, flood prone areas, and a sketch showing the general location of the project in the neighborhood. Other information required includes the names and addresses of landowner and representative, Assessor parcel number, zoning, grant deed copy, Preliminary Title Report showing record title interest, photographs and notarized property owner(s) signature.

5. How much will this cost?

Application fees for processing are \$100.00 plus engineering/planning review fees if the City submits for outside consultants. Applicants are responsible for the final processing and recording fees of the legal descriptions and deeds reflecting ownership charged by the County or local title company of your choice. You will also be responsible for the surveyor's costs for preparing the application and legal descriptions.

6. How long will this take?

The lot line adjustment will take 25-30 days depending upon when the application is accepted by the Planning Department. This precludes an appeal period between approval and final recording.

7. Who reviews and who approves this application?

The Planning Department coordinates its review with the Public Works Department plus any other agency which may be affected. The City Manager makes the decision on the application. The decision can be appealed to the Planning Commission.

8. When will my lot line adjustment be completed?

The lot line adjustment is complete when a notice and legal descriptions of the new parcels are recorded. You must provide property descriptions of the parcels as they are to exist to the Planning Department. The Department will assemble those approved descriptions and appropriate instructions necessary for completion of the lot line adjustment and notify the applicant. Any action to record must be after the 10-day appeal period has passed. Recording of the appropriate documents when all requirements are met will complete the lot line adjustment.

LOT LINE ADJUSTMENT APPLICATION

This application must be prepared and submitted by a registered civil engineer, licensed land surveyor, licensed architect or professional planner.

IMPORTANT:

In order to assure the most rapid processing of your application, we ask your cooperation in the following matters:

1. In order to be processed, your application must be complete. Incomplete applications will not be accepted. If you are unable to provide requested information, please talk to one of our staff to determine a proper course of action.
2. You must supply an accurate plot plan drawn to scale! (See sample map, last page.) Show all proposed parcels and all other relevant information.

You must provide an accurate distance to the nearest 1/10 mile to the nearest readily identifiable road intersection or other common landmark.

3. Lot flagging: you must flag the frontage and side lines of your proposed lot line adjustment as follows:
 - a. A distinct flag must be placed on each corner as it fronts on the road.
 - b. Flags must be placed on the side lines visible from the corners so that the approximate side lines can be determined. If you do not flag the lot and you haven't made arrangements to meet on site with city officials and your lot configuration cannot be determined, your application may be deemed incomplete and not accepted for processing.
4. YOU ARE RESPONSIBLE FOR PROVIDING SUFFICIENT INFORMATION TO ALLOW PROPER REVIEW OF YOUR APPLICATION. IF YOU ARE UNABLE OR UNWILLING TO SUPPLY ADEQUATE INFORMATION YOUR APPLICATION WILL, OF NECESSITY, BE DENIED.
5. All information required in the attached application form must be TYPED OR PRINTED NEATLY in BLACK ink.
6. Acceptance of your application does not guarantee your application will be approved. Nothing stated to any person by any employee in City government can be construed in any way as speaking for the City Council or the Planning Commission with regard to your application.

CITY OF WEED
550 Main Street, P. O. Box 470, Weed, CA 96094
530.938.5020

LOT LINE ADJUSTMENT APPLICATION

Representative: _____ Phone: _____
Address: _____ Zip: _____
Owner Granting Property: _____ Phone: _____
Address: _____ Zip: _____
Owner Receiving Property: _____ Phone: _____
Address: _____ Zip: _____

LOCATION:

- A. Township _____, Range _____, Section(s) _____
B. Zoning _____ Deed Reference: _____
C. Date Property Purchased: _____
D. Total Acreage: _____
E. List of Assessor's Parcel Numbers of properties to which this application applies:
Assessor's Parcel No. Owner Name and Address

_____	_____
_____	_____
_____	_____
_____	_____

ATTACH TO THIS APPLICATION: A COPY OF THE GRANT DEED, COPIES OF ANY DEEDS OF TRUST, A LEGAL DESCRIPTION OF THE PARCELS AFTER THE ADJUSTMENT, A PRELIMINARY TITLE REPORT, AND EVIDENCE THAT ALL PROPERTY TAXES ARE CURRENT FOR ALL OF THE AFFECTED PARCELS.

I. MAP: The map is to be drawn to scale on an 8-1/2 x 11" plat showing North Point, dimensions, acreage of adjusted portion and all information required in Items II through VII below.

II. SIZE OF ALL PARCELS INVOLVED IN THIS LOT LINE ADJUSTMENT

Original Acreage	+/- Adjustment	Final Acreage
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. EXPLAIN WHY THIS LOT LINE ADJUSTMENT IS NECESSARY:

IV. DESIGN AND IMPROVEMENT

Show the following items on your Lot Line Adjustment Map: All items may not apply to your map.
Check all items that are applicable to your map.

- ☐ Street alignments, grades, widths.
- ☐ Drainage and sanitary facilities and utilities, including alignments and grades thereof.
- ☐ Location and size of all required or existing easements and rights-of-way.
- ☐ Lot size and configuration.
- ☐ Traffic access.
- ☐ Grading.
- ☐ Land to be dedicated for park or recreational purposes.

V. FLOOD WATER DRAINAGE CONTROL

- | | | |
|--------------------|------------------------------|-----------------------------|
| Springs | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Seeps | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Irrigation Ditches | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Surface Water | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| OTHER | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

(If you answer yes to any of the above, show location on map.)

VI. ACCESS TO THIS LOT LINE ADJUSTMENT

- ☐ Frontage on City road (normal minimum 60')
- ☐ Frontage on State Highway (normal minimum 60')
- ☐ Existing easement across private property. Must be substantiated by deeds or other evidence submitted with this application. Easement is normally required to be 60 feet wide along a buildable alignment subject to approval of the Department of Public Works.
- ☐ Proposed easement across private property. May be 60 feet along a buildable alignment subject to approval of the Department of Public Works.
- ☐ Other: Attach explanation and submit copies of pertinent documents.

IMPORTANT - SHOW CLEARLY ALL EXISTING ROADS AND PROPOSED ACCESS ON YOUR LOT LINE ADJUSTMENT MAP.

To avoid any delay in the processing of this application, all evidence of access from a public road to your Lot Line Adjustment must be submitted, herewith. If adequate access cannot be determined from the data submitted, you may be required to present a report from a title company, setting forth the easement rights to your property.

VII. SANITARY DISPOSAL FACILITIES

Existing: ☐ Yes ☐ No Available: ☐ Yes ☐ No

VIII. WATER SUPPLY

Existing: ☐ Yes ☐ No Available: ☐ Yes ☐ No

IX. ATTACH PHOTOGRAPHS OF THE PROPERTY TAKEN FROM ALL DIRECTIONS: (North, South, East and West) Photographs must be taken at an angle that best shows the property.

X. PROPERTY OWNER SIGNATURE REQUIREMENTS:

I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the City. I hereby certify that I have read and fully understand all the information presented in this application form.

Property Owner Granting Property

Property Owner Receiving Property