



File No. _____

LOT LINE ADJUSTMENT APPLICATION

A. APPLICANT INFORMATION

Name _____

Address _____

Daytime Telephone No. _____

Interest in Property _____

B. PROPERTY OWNER INFORMATION

Name _____

Address _____

Daytime Telephone No. _____

C. PROPERTY ADDRESS (LOCATION) _____

D. LEGAL DESCRIPTION _____

E. GENERAL PLAN DESIGNATION _____

F. ZONE CLASSIFICATION _____

G. Proposed Use (State exactly what is intended for the property).

H. Total area of parcel(s) included in this application

Parcel 1: _____

Parcel 2: _____

Parcel 3: _____

Parcel 4: _____

I. Area(s) of new parcel(s) – configurations – square footage

1. _____

2. _____

3. _____

4. _____

J. Engineer or Surveyors

Name _____

Address _____

Telephone No. (Daytime) _____

K. Signatures

Owner(s) of Record _____

Applicant(s) _____

FOR OFFICE USE ONLY

COMPLETED APP.

SIGNATURES

REDUCED PLANS

PLANS .

LABELS FOR APPLICANT, OWNER, ENGINEER, AGENT(S) 5 SETS

Received by _____

Receipt No. _____

Date _____

LOT LINE ADJUSTMENT APPLICATION
FILING REQUIREMENTS AND INSTRUCTIONS

Incomplete applications will not be accepted for filing. If it is determined after an application is filed that additional information is necessary; processing of said application shall not commence until such time as the application is deemed to be complete.

The following are required for filing:

1. Completed application form.
2. Filing fee
3. Current title reports for all properties involved.
4. A legal description and plat for each newly adjusted lot and a legal description of the area adjusted. All legal descriptions shall be prepared, signed and wet stamped by a licensed land surveyor or registered civil engineer qualified to perform land surveying.
5. A draft deed shall be submitted with the Lot Line Adjustment application reflecting the proposed lot configuration and legal description.
6. On a label sheet, provide 5 self-adhesive labels each for the property owner(s), applicant, agents, Engineer and/or Surveyor.

A label MUST be provide for any person(s) involved with the project; i.e., applicant/property owner/architect/engineer/developer.

7. Lot Line Adjustment Exhibits (5 sets) - **MUST BE FOLDED** (Maximum folded size: 8 1/2" by 14")

The 15 scaled prints must contain the following information:

- a. Legal description of the parcel map boundaries
- b. Names, addresses and phone numbers of the record owner, developer and Registered Civil Engineer or Licensed Land Surveyor preparing the map.
- c. North arrow, map scale, total area of the property, and date.
- d. The lot layout and dimensions (i.e., lot width, depth, and area) of each lot, **including the dimensions at the front property line and the front setback line**. A lot number shall be assigned to each lot.
- e. Delineation of the building envelope on each lot.

- f. Location of all existing structures.
 - g. Location and identification (type) of ALL trees 6" or greater in diameter or 19" or greater in circumference.
 - h. The width and approximate locations of all easements, both existing and proposed, within or contiguous to the property.
 - i. The street names of all existing highways and streets within or contiguous to the property.
 - j. The locations, widths and approximate grades of all proposed and existing highways, streets, alleys, pedestrian ways, equestrian trails within or contiguous to the property.
 - k. Any of the foregoing required information which is impossible or impractical to place upon the Lot Line Adjustment Map shall be submitted in writing with the map.
 - l. Any of the foregoing required information may be waived by the Community Development Administrator for the Lot Line Adjustment at his/her discretion.
8. A reduced set of the proposed plans (8 ½" by 11").