

City of Alturas ~ Planning Application Package

LOT LINE ADJUSTMENT

PURPOSE: The purpose of a Lot Line Adjustment (LL) is to move property boundaries among existing legal lots. A lot line adjustment does not change the perimeter lot lines, only property lines shared in common with the other lots involved. LL's do not require public hearings since all of the parties involved are participating voluntarily.

AUTHORITY: Subdivision Map Act Section 66412(d).

WHEN TO USE: The City will consider a LL application when:

- The LL is between four or fewer existing, adjoining parcels, where the land taken from one parcel is added to an adjoining parcel, and where a greater number of parcels than originally existed is not thereby created (*NOTE: Lots may be merged as part of an LL application if their title is held in exactly the same manner*),
- All properties are subject to the same assessment districts (if any),
- All property owners and interested parties (including lenders) have approved the LL application,
- All public roads and easements that exist on the property are to remain unchanged ,
- The resulting lot will conform to all applicable development requirements including the General Plan and Zoning Ordinance,
- No delinquent taxes exist on the properties involved and all current property taxes are able to be paid in advance of recordation of the LL, and
- All "Required Documents and Fees" (as noted below) have been submitted to the City Clerk.

HOW TO PROCEED: Property owners interested in a Lot Line Adjustment should call the City Clerk at (530)233-2512 to arrange a consultation with the City Planner before submitting the Required Documents and Fees. Please note that all lot line adjustments require the services of a title company and licensed surveyor (or civil engineer) to ensure title is recorded properly and the legal description is accurate. In addition, all past and current property taxes must be paid before the LL can be recorded (this will be arranged by your title company).

REQUIRED DOCUMENTS AND FEES

✓	Item	Description
1	Application Intake Form	Completed by the City Planner
2	General Information Form (attached)	Provides general property description, as well as ownership and contact information.
3	Fees:	\$ 575
4	Preliminary Title Report	A description of title for each legal lot involved in the merger. This must be issued by a title company within the past 30 days.

✓	Item (continued)	Description
5	Referenced Documents (Optional)	Copies of the current, existing deeds and all recorded documents referenced in the parcel descriptions. NOTE: These are not required at intake, but may be required by the City if needed to complete its review.
6	Legal Descriptions of the Resulting Lots	Signed and sealed by a Licensed Surveyor or Registered Engineer. Legal Description should be marked "Exhibit B". (See SAMPLE)
7	A Plot Plan Map of the Resulting Lots	Signed and sealed by a Licensed Surveyor or Registered Engineer (confirming that the Plot Plan is an accurate representation of the Legal Description). Plot Plan Maps must: <ol style="list-style-type: none"> 1. Be reproducible, drawn to scale, preferably 8 ½ x 11" in size, and must show the original and final lot lines; 2. Show all existing surface and subsurface structures and improvements, including the location of onsite septic systems, sewer lines, wells, water mains, dwellings, and accessory structures; 3. Show all easements that affect the proposal; and Plot Plan Map should be marked "Exhibit C". (See SAMPLE)
8	Owner's Request for Lot Line Adjustment Form (attached)	Completed, signed and notarized by all property owners (including lenders and lienholders)

DESCRIPTION OF APPLICATION PROCESSING: The City Planner's review is limited to a determination of whether or not the parcels, resulting from the lot line adjustment, will conform to the local general plan, zoning ordinance, and other City ordinances. Incomplete applications cannot be processed, so be sure the application materials you submit include all the material requested above. Once all application materials are submitted, the City Planner can usually return a decision within 14 calendar days.

If approved, a Notice of Approval will be sent to the Applicant's Title Company for recording.

If denied, a decision letter will be sent to the applicant and the Applicant's Title Company. The Applicant may file an appeal of the decision to the Planning Commission. All appeals must be submitted in writing within 10 days of receipt of the decision letter (determined by the date on the letter or the postal cancellation stamp on the envelope, whichever is later). The Appeal should be submitted to the City Clerk at 200 West North Street, Alturas, CA 96101 along with a \$350 appeal fee. Once received, the appeal will be scheduled to be heard at the next Planning Commission meeting.

It should be noted that, in addition to recording the Notice of Approval, Section 66412(d) of the State Subdivision Map Act requires that all lot line adjustments be reflected in a deed as well. This will be taken care of by your Title Company.