



GLENN COUNTY
PLANNING AND PUBLIC WORKS AGENCY
777 North Colusa Street
Willows, CA 95988
(530) 934-6540
FAX (530) 934-6533
www.countyofglenn.net



INSTRUCTIONS FOR FILING APPLICATION FOR LOT LINE ADJUSTMENT

A Lot Line Adjustment may be approved only as provided in Section 66412(d) of the Subdivision Map Act and as provided in Chapter 15.140 of the Glenn County Code.

The following list is intended to meet the requirements of State of California Government Code Section 65940.

APPLICATION CHECKLIST:

- The applicant shall pay the required application fee. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County. The current application fee is as follows:

Filing Fee:	\$ 1,240.00
Recorder Processing Fee:	\$ 50.00
Total Fee:	\$ 1,290.00

The filing fee is for a lot line adjustment between a total of two (2) parcels. An additional charge of **\$106.00** will be added for **EACH** additional parcel for up to four (4) parcels.

- The application form shall be properly filled out and signed by the applicants and ALL property owners. All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation.
- Preliminary Title Report (issued within 90 days) and Current Deeds.
- Legal descriptions of the adjusted parcels. The legal descriptions shall be prepared, signed, and “wet stamped” by a licensed land surveyor or civil engineer. All legal descriptions will be checked by the Glenn County Engineering & Surveying Division. It is optional to submit the legal description with the application. The legal descriptions will be required to record the Notices of Voluntary Merger and Certificate(s) of Compliance.

5. Evidence of prepayment of property taxes as required by Section 66412(d) of the Subdivision Map Act will be required prior to recording the Certificate(s) of Compliance.
6. One copy of the current County Assessor's Map with the property of the proposed Lot Line Adjustment delineated on the map shall be submitted with the application.
7. **LOT LINE ADJUSTMENT MAP REQUIREMENTS:**

Twenty-five (25) copies of a clear and legible map shall be submitted with the application. Additional copies of the map shall be submitted to the County upon request. The map shall be prepared by a licensed land surveyor or a registered civil engineer. The map shall be at least 8.5 inches by 11 inches. It shall be large enough to show all information clearly and shall be drawn using an engineer's scale. A legible and reproducible reduction of the map is also required if presented on sheets larger than 11 inches by 17 inches. The map shall contain the following information unless it doesn't apply to the specific project or project location:

- (a) Name, mailing address, and phone number of applicant(s).
- (b) Name, mailing address, and phone number of property owner(s) and a statement of their consent to the preparation of the map.
- (c) Name, mailing address, and phone number of engineer/surveyor who prepared the map and the date of preparation.
- (d) Current Glenn County Assessor's Parcel Number(s). The map should also include the legal and/or other sufficient description of the property to be adjusted to define the location and boundaries of the proposed lot line adjustment. Also include any source or map from which data were extracted to produce the map.
- (e) North arrow and scale. The map shall be drawn so that north faces the top of the page and shall be drawn to a scale. The scale of the map shall be indicated (i.e. graphic bar scale, verbal scale, representative fraction).
- (f) Layout, dimensions, and acreage of each existing parcel and each parcel after adjustment. Parcels less than one acre in area may be noted in square feet. The existing lot line(s) to be removed and the proposed new lot line(s) shall be distinctly drawn and clearly labeled. Each parcel shall be identified by number, letter, or other appropriate designation.

- (g) Locations of all existing buildings and structures including their dimensions and distances to all existing and proposed property lines (setbacks). All buildings and structures shall be labeled according to their type of use. Any existing buildings or structures proposed to be removed shall be identified.
- (h) Names, locations, and dimensions of all existing and proposed adjoining/adjacent streets or roads, width of road right-of-ways, and location of center of roads. Also show the locations and dimensions of existing on-site curbs, gutters, sidewalks, road surface widths, and possible future street continuations.
- (i) The widths, location, and purpose of all existing and proposed easements on-site and show or describe off-site access easements serving the project.
- (j) Existing walls and fences including location, height, and construction material.
- (k) Locations and dimensions of all existing utilities including pipelines, sewer lines, irrigation and drainage facilities, fire hydrants within 300 feet of the project site, water wells, septic tanks and drain (leach) fields. Include a list of all firms and/or public districts supplying utility services. Sewage disposal and water supply shall comply with the Health standards (Chapter 15.660 & 15.670 of the Glenn County Code).
- (l) Locations of all watercourses including FEMA 100-year floodplain, reservoirs, rivers, creeks, ponds, and irrigation canals. Also illustrate mature trees, rock outcroppings, and similar natural features.
- (m) A small inset map indicating the location of the land in relation to the nearest major roads and/or significant features in the surrounding area or region.
- (n) Identify any other information on the map which may be pertinent to the specific project or site.

According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance of the application as complete is not an indication of approval.

If the application is deemed incomplete for further processing, the applicant may appeal this decision to the Planning Commission by filing a Notice of Appeal with the Planning & Public Works Agency within ten (10) days from the date of the written notice (Glenn County Code §15.050.040). The Notice of Appeal shall be submitted in writing and accompanied by a \$450.00 appeal fee.

The Planning & Public Works Agency or any other reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Divisions 13 of the State of California Public Resources Code.

LLA _____

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APPLICATION FOR LOT LINE ADJUSTMENT

NOTE: FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Applicant(s):

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

2. Property Owner(s) #1:

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

3. Property Owner(s) #2:

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

4. Engineer/Surveyor:

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

5. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (Section 65091 California Government Code).

Name: _____

Mailing Address: _____

6. Address and Location of Project: _____

7. Current Assessor's Parcel Number(s): _____

8. Existing Zoning: _____

9. Existing Use of Property: _____

10. Proposed Use of Property: _____

11. Size for Each Adjusted Lot: _____

12. Why are the lots being adjusted? _____

13. Provide any additional information that may be helpful in evaluating this proposal: _____

DECLARATION UNDER PENALTY OF PERJURY

(Must be signed by Applicant(s) and Property Owner(s))
(Additional sheets may be necessary)

The Applicant(s) and/or Property Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

Applicant(s):

Signed: _____

Print: _____

Date: _____

Address: _____

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s) #1:

Signed: _____

Print: _____

Date: _____

Address: _____

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s) #2:

Signed: _____

Print: _____

Date: _____

Address: _____