

LOT LINE ADJUSTMENTS

The applicant shall submit the following to the Community Services Department for all lot line adjustments:

1. A completed "Lot Line Adjustment Application" form signed by all property owners along with the signed "Sewage and Water" (SAW) form.
2. A filing fee of \$300.00 for subdivided land (see note on front of application) or \$450.00 for non-subdivided land.
3. Three copies of a map, drawn to scale, showing the proposed adjustment before and after the change and the location of all existing structures, wells, septic tanks, leach lines, utilities, and other improvements.
4. Property descriptions of the subject properties as they will exist after the adjustment. The descriptions must be prepared by a qualified individual and contain that person's State registration seal. Additionally, the description shall contain a statement acknowledging the number of the lot line adjustment and acknowledging the combination or reduction of any lots or portions of lots previously created by subdivision or parcel map.
5. Copy of the deed description of the subject properties as they exist before the adjustment.*

* All applications for lot line adjustment requesting more parcels than noted on the current deed description(s) shall provide sufficient historical documentation in the form of recorded maps, deeds and/or land patents to determine the number of parcels involved in the application. Generally, this will require that the applicant provide a title history showing that the parcel existed as a separate legal parcel prior to March 22, 1965. Such history should include copies of the instruments originally creating the existing parcels, copies of the last conveyances of the properties before 1965, and copies of the most recent conveyances of the properties.

NOTE: Any approval of a lot line adjustment will be subject to the following conditions, plus any other appropriate condition which should be applied:

1. No new parcels or building sites shall be created as a result of this lot line adjustment.
2. Any deeds of trust shall be adjusted commensurate with the new property description.
3. The adjustment is not final until the descriptions accumulating and reducing the parcels affected are recorded with an acknowledgment that prior parcel lines are eliminated by this action.
4. Deeds containing the lot line adjustment descriptions must be recorded within two years of the action date or the approval is voided and may not be recorded.