



COUNTY OF YOLO

LOT LINE ADJUSTMENT / MERGER

Planning and Public Works Department
292 West Beamer Street
Woodland, California 95695-2598

(530) 666-8775

Revised January, 2014



County of Yolo

PLANNING AND PUBLIC WORKS DEPARTMENT

Ed Smith
DIRECTOR

292 West Beamer Street
Woodland, CA 95695-2598
(530) 666-8775 FAX (530) 666-8156
www.yolocounty.org

LOT LINE ADJUSTMENT AND/OR MERGER REQUIRED MATERIALS

The following list specifies the information needed to submit the proposed application.

EXPLANATION	Required Number of copies
Application Fee(s): Please check with a planner regarding applicable fees	
Application Form (both sides, signed)	One
Environmental / Project Site Questionnaire	One
Location Map (May be combined with Lot Line Adjustment Map, below)	Three
Lot Line Adjustment Map (See attached Requirements for a Lot Line Adjustment & Voluntary Merger Map)	Three
New legal descriptions for the proposed new parcels (electronic file is requested) along with a copy of closure calculations.	One
Assessor's Parcel Map (project site outlined)	One
One 8½ x 11 reduction of all maps, plans, etc.	One
Preliminary Title Report or Copy of Deed	One
<p>If it is necessary to establish the legal status of the lots, please provide a Certified Chain of Titles (recorded grant deeds) in chronological order starting from the current date and dating back to the first grant deed that described the specific parcel for which the LLA/Certificate of Compliance is being requested. The submitted chain of titles shall:</p> <ol style="list-style-type: none"> 1. Be prepared by a title company. 2. First page of the chain of titles shall be a letter from the title company certifying that the submitted document is the complete chain of titles. 3. Second page of the submitted document shall contain a summary of all the grant deeds showing the document number, book and page number; date of filing in the County Recorder's Office; and names of the persons exchanging the property. 4. The grant deeds shall be clearly readable and shall show the document number, book and page number and date of filing in the County Recorder's Office. 5. <u>That if there are multiple owners involved, all deeds must be executed simultaneously with recording the lot line adjustment. (revised 16-April, 2008)</u> <p>Portions of the grant deeds specifically describing a parcel shall be highlighted and shall refer to the corresponding parcel on an Assessor's Parcel Map with color-coded parcels.</p>	One
Digital files in PDF or other format loaded on a CD, of all the application plans and materials, as available	One (CD)
Additional Information: Depending upon the exact nature of the application, additional information May be required after submittal of the project application	



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APPLICATION

Applicant Information			
Applicant		Company (if applicable)	
Street Address			
City	State	Zip	Daytime Phone

Property Owner			
Street Address			
City	State	Zip	Daytime Phone

Project Information	
Assessor's Parcel No.	Parcel size
Property Address/Location	
Existing use of property	
Tax Rate Area(s) (taken from property tax bill):	
Request	

Required Signatures	
<p>I hereby make application for the above-referenced land use entitlement and certify that this application, other documents, and exhibits submitted are true and correct to the best of my knowledge and belief. Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Yolo County may rescind any approval or determination, or take other appropriate action.</p> <p>I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.</p> <p>I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation. I understand that verification of property ownership or interests in the property or application may be required.</p>	
Applicant's/Owner's Signature	Date

For Office Use Only		
Received by:	Gen Plan:	Fee Received:
Date Received:	Gen Plan Designation:	Receipt #
Assigned Planner:	Zoning:	File # ZF

ENVIRONMENTAL / PROJECT SITE QUESTIONNAIRE

A. PROPOSED PROJECT SITE

1. Location (nearest public road, cross street, community, etc): _____
2. Size of Assessor Parcel Areas(s): _____ sq. ft./acres.
3. Existing Land Use(s):
4. Existing Building(s) and Structure(s): _____
5. Distinctive Physical Features (i.e. landslides, streams, faults): _____
6. Existing Vegetation: _____
7. Existing Access Routes (if any): _____
8. Existing Drainage Facilities/Direction: _____
9. Existing Water Supply (if any): _____
10. Existing Sanitation Facilities (if any): _____
11. List and Describe all Existing Easements: _____
12. Existing Land Conservation Contract and/or other deed restrictions (if any):

B. SURROUNDING PROPERTIES AND LAND USES

1. Land Uses (including type of crops if agricultural).
North: _____ South: _____
East: _____ West: _____
2. Buildings and Structures (indicate distance from project site).
North: _____ South: _____
East: _____ West: _____

3. Distinctive Physical Features and Vegetation.

North: _____ South: _____

East: _____ West: _____

C. PROJECT DESCRIPTION

1. Reason for proposed lot line adjustment or merger:

LOT LINE ADJUSTMENT & MERGER MAP REQUIREMENTS

Each Lot Line Adjustment Map shall consist of one or more sheets of equal size and shall be drawn to one inch to one hundred-foot or larger scale unless otherwise approved by the Planning Director. Pursuant to Section 8731 of the Professional Land Surveyors Act, a Lot Line Adjustment Map shall be prepared by a California Land Surveyor, or a Registered Civil Engineer authorized to practice land surveying. The Lot Line Adjustment Map shall be clearly and legibly drawn and shall contain not less than the following information:

1. A small vicinity or area map (1"=2,000') showing roads, towns, major creeks, railroads and other data sufficient to locate the proposed Lot Line Adjustment property.
2. Title block, which shall contain the North arrow and scale, date of preparation of the map, and the name and address of legal owner(s) and the person preparing the map.
3. Assessor's parcel numbers on all parcels affected by the proposed Lot Line Adjustment.
4. Location of all existing structures, distances between structures, and distances between structures and boundary lines of both the original parcel boundaries and the adjusted parcel boundaries.
5. Location of all existing wells, water lines, septic tanks, leach lines and replacement areas; distances between wells, septic tanks, leach lines and replacement areas; and distances between septic tanks, leach lines and replacement areas and boundary lines of both the original parcel boundaries and the adjusted parcel boundaries.
6. Names, locations and dimensions of all existing streets, roads and rights-of-way on or bounding the original parcels.
7. Locations and dimensions of all proposed easements, streets, roads, and rights-of-way.
8. Approximate location of existing and proposed domestic wells and location of existing and proposed septic tanks and leach fields for all lots affected by the proposed Lot Line Adjustment.
9. Approximate location of all watercourses, 100-year floodplain, reservoirs, streams, rivers, drainage channels, and existing and proposed drainage structures.
10. Proposed improvements, if any.
11. Existing topography of the subject property, including but not limited to the contour of the land at intervals of 2 feet of elevation up to 5%, or lesser contour intervals as may be approved by the Director of Planning, Resources and Public Works. Contours shall be indicated on contiguous property for a distance of 200 feet. Every fifth contour shall be a heavier weight line.
12. Existing and proposed boundary lines, dimensions, and approximate areas of the original parcels and of the adjusted parcels.
13. New legal descriptions for the proposed new parcels (electronic file is requested), along with a copy of closure calculations.

INFORMATIONAL ONLY

For approval of this project, the Zoning Administrator will need to make the following findings:

1. That the application is complete and that all record title holders who are required by the Subdivision Map Act of the State to consent have consented to the proposed merger or lot line adjustment, and that the proposed merger or lot line adjustment is in compliance with said Act;
2. That the deeds to be utilized in any transaction, if necessary, accurately describe the resulting parcels, and that the merger or lot line adjustment will not result in the abandonment of any street or utility easement of record;
3. That if the lot line adjustment will result in a transfer of property from one owner to another owner, that the deed to the subsequent owner expressly reserves any street or utility easement of record;
4. That the merger or lot line adjustment will not result in the elimination or reduction in size of an access way to any resulting parcel, or that the application is accompanied by new easements to provide access that meet all the requirements of the Yolo County Code;
5. That the merger or lot line adjustment is excluded from the Subdivision Map Act of the State, and has been reviewed pursuant to Section 66412 (d) of said Act;
6. That the merger or lot line adjustment is consistent with the Yolo County General Plan;
7. That the merger or lot line adjustment complies with the zoning regulations and parcel size minimum standards as set forth in Chapter 2 of Title 8 of the Yolo County Code;
8. That the Zoning Administrator is satisfied that the design of the resulting parcels will comply with the requirements of Title 8 of the Yolo County Code, Chapter 2 of the Yolo County Code and provides for water drainage, public road access, water supply and sewer system availability, environmental protection, and all other requirements of State laws and the Yolo County Code; and
9. That the merger or lot line adjustment will not result in a significant effect on the environment pursuant to the California Environmental Quality Act (CEQA) (Public Resources Code 21000 et. seq.) and is categorically exempt pursuant to CEQA Guidelines Section 15305, as amended.
10. That if there are multiple owners involved, all deeds must be executed simultaneously with recording the lot line adjustment. (revised 16-April, 2008)