



Lot Line Adjustment Application

Requirements for a Complete Application

The following items are REQUIRED for a complete Application:

- 1. Completed and Signed General Application Form
- 2. Submittal grant deeds and current title report(s) of the affected parcels.
- 3. Application signed by all owners of record of affected parcels.
- 4. Written Authorization from the Property Owner (if Applicant is not the Owner)
- 5. Legal descriptions of the proposed lots prepared and stamped by a licensed surveyor or engineer. Clearly depiction of the existing and proposed lot line boundaries to include existing and proposed acreages.
- 6. 3 copies of plat 8 ½" x 11' in size, drawn to a scale such that lot dimensions and other required information can be readily understood. The plat shall contain the following information:
 - 7. Vicinity map
 - 8. Tract name, date plat prepared, north arrow, scale
 - 9. Location, width and name of existing streets, highways, or roadways within the parcels and along the boundaries thereof
 - 10. The outline of existing buildings, wells, and septic systems on affected parcels. If there are no buildings, wells, or septic systems a note shall be placed on the plat so stating
 - 11. Lot layout and dimensions of each affected parcel, include existing and proposed parcel boundaries and sizes. New lots or parcels shall conform, to the extent practicable, to the minimum parcel size specified in the applicable zoning ordinance. Any lot or parcel being made smaller shall not be made substandard with respect to sewage disposal requirements with which said lot or parcel currently complies. No boundary shall be modified in such a way to cause an exiting residence to be on a different lot or parcel than a well or septic system serving said residence.
- 12. Clear depiction of the existing and proposed lot line boundaries to include existing and proposed acreages.
- 13. Any additional information necessary to verify that the lots or parcels resulting from this modification will conform to the current general plan and zoning ordinance.

Note: After approval of the LLA by the City Planning Department, the plat maps and metes and bounds legal descriptions are to be prepared by a licensed land surveyor or registered civil engineer. The plat maps and legal descriptions are not required to be included with the initial application submittal but must be submitted after notification of Planning Department approval of the LLA. Submittal of the plat maps and legal descriptions prepared by a licensed land surveyor or registered civil engineer is optional at the time of initial application submittal.



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14. Owner or applicant shall prepare metes and bounds legal descriptions for each of the resultant parcels and each of the parcel exchange portions subject to ownership transfer.

Plat Note - Each plat shall contain a Plat Note as follows: "This plat does not constitute a legal description of the parcels depicted and does not show all easements of record on or affecting said lots or parcels".

City Engineer's Statement – Each plat shall contain a City Engineer's Statement as follows: "This plat depicts a Lot Line Adjustment as approved by the City of Oroville Director of Public Works on _____, as it appeared on the tentative map, and any approved alterations thereof, and is in conformance with the requirements of local ordinance and no new parcels are being created.

Exchange Legal Description Note - Each metes and bounds legal description of the exchange portion(s) shall contain the following note – "The purpose of this deed is to effect a lot line adjustment as approved by the City of Oroville Director of Public Works on _____. The above described lands are to become a part of those lands described in deed to _____ as filed for record in (Book and Page/Serial Number), Assessors Parcel Number _____. No new parcels are hereby created. The scope of review of said lot line adjustment was limited as specified in Government Code 66412(d), and approval of it does not constitute assurance that future applications for building permits or other land use entitlement on the modified lots or parcels will be approved by the City of Oroville."

After plan check and approval of the plat maps and legal descriptions, the owner or applicant will be notified by the City to arrange for the preparation of grant deeds by a title company for delivery to the City. The City will complete a final review of all documents and notify the owner or applicant to have a title company representative pick up the documents for recordation.

Prior to recordation of the City's Certificate of Compliance, plat maps, legal descriptions and grant deeds, the owner/applicant shall provide the City with a Statement of Taxes signed by the Butte County Tax Collector.

A conformed copy of the City's Certificate of Compliance (including maps and legal descriptions) shall be obtained from the recorder's office at the time of recordation for delivery to the City. The conformed copy shall be mailed or delivered to the City within.

Please note the following:

- ◆ LLA submittals shall be voided if not recorded within 12 months after approval by the City.
- ◆ LLA's are limited to a maximum of four parcels pursuant to the Subdivision Map Act.
- ◆ Butte County Tax Rate Assessments for the affected parcels must be the same.



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REQUIRED FORM AND CONTENT OF A LOT LINE ADJUSTMENT PRELIMINARY PLAT

This checklist is a processing aid to ensure compliance with the requirements of the Subdivision Map Act and the Oroville City Code. An additional object of this review is to ensure that the application contains sufficient information to allow City staff and any reviewing body to readily assimilate salient information and render an accurately informed recommendation or approval.

Preliminary Plat

The preliminary plat

	Existing lot lines;
	Proposed lot lines;
	Existing structures and their distance to any existing or proposed property line;
	Existing and proposed off-street parking;
	The approximate location and general description of any trees with notations as to their retention or destruction;
	The location of all existing wells, sumps and septic tanks, and an indication of any physical restrictions or conditions which affect the use of the property;
	The locations, widths, and purposes of all existing and proposed easements for utilities, drainage and other public purposes;

Drawings, Statements and Other Data to Accompany Preliminary Plat

The following shall be filed with the preliminary plat:

	A statement of existing and proposed zoning, and existing and proposed used of the property;
	A statement of proposed improvements.

For Office Use Only

Credit Card Payment:	<input type="checkbox"/> Visa	_____	
	<input type="checkbox"/> MC	CARD#	Expiration Date
<input type="checkbox"/> Cash	<input type="checkbox"/> Check #	_____	