

# LOT LINE ADJUSTMENT

## APPLICANT'S GUIDE TO PROCEDURES

### WHAT IS A LOT LINE ADJUSTMENT?

An adjustment between adjacent parcels where land is taken from one parcel and is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created.

### WHAT TO FILE?

- 1. Submit a completed application and five (5) copies of a plot plan depicting the parcels being adjusted, showing the initial and resultant parcels and the lands exchanged, and any improvements (buildings, leachfields, septic tanks, and wells) and utilities within one hundred (100) feet of the adjusted lines; the Assessor's Parcel Number, street address, and the township, range, and section of the property lot is also requested.
- 2. Written concurrence of all affected property owners with their complete names and mailing addresses.
- 3. A legal description of the parcels to be exchanged and the resultant parcels, suitable for recording, giving the acreages of the lands to be exchanged and of the resultant parcels, typed on plain white paper, eight and one-half (8-1/2") inches by eleven (11") inches, with at least one inch margins at the top, sides, and bottom.
- 4. A lot book guarantee showing current owners and any trust deeds that affect the property.
- 5. Filing fee set forth in Planning & Building Services' fee schedule (attached).

**\*You may be required to submit percolation tests and/or provide high groundwater monitoring. To expedite processing, please consult with the Environmental Health Department prior to submitting this application.**

### PROCEDURE

Your application is reviewed by Planning & Building Services for conformance with zoning and building code requirements (including Environmental Health requirements). The County Engineer is consulted on the correctness of the legal description(s). The application will be determined to be complete or incomplete within thirty days after submittal. If the application is determined to be complete, the Director of Planning & Building Services will approve the lot line adjustment if it complies with County requirements and the Subdivision Map Act. The Director of Planning & Building Services may deny the lot line adjustment if the requirements of the County and the Subdivision Map Act are not satisfied, or approve it with conditions. You will receive a letter telling you whether or not the lot line adjustment was approved or denied.

The decision of the Director of Planning & Building Services is subject to appeal to the Board of Supervisors. Appeals must be filed within 10 days from the date of the decision. The filing fee, paid to Planning & Building Services, is set forth in the fee schedule (attached). After completion of the ten day appeal period, the following criteria must be followed prior to recordation by the Engineering Department of the prepared instrument and legal descriptions:

- 1. Meet conditions of approval.
- 2. A certificate from the Tax Collector's Office showing that, according to the records of their office, there are no liens against any of the affected parcels or any part thereof for unpaid State, County, municipal or local taxes, or special assessments collected as taxes, except taxes or special assessments not yet payable. The applicant shall also deposit any amount shown to be a lien on the certificate with the County Clerk and the County Clerk shall hold the money so deposited in trust to secure the payment of taxes.
- 3. If there is only one owner involved in the lot line adjustment, a "Consent of Record Owners" form shall be submitted to the Engineering Department, with the appropriate recording fees, to be recorded concurrently with the instrument of approval. If more than one owner is involved, the appropriate deeds shall be recorded concurrently with the instrument of approval.

