



City of Needles California

Application for LOT LINE ADJUSTMENT OR LOT MERGER

Lot Line Adjustments and Lot Mergers are procedures for legally changing and recording the boundaries of properties.

A Lot Line Adjustment is an action, which legally changes the common boundary lines of two or more adjoining properties. This process results in changes in parcel size, without any change in the total number of parcels.

Lot Line Adjustments enable property owners to buy or sell portions of their land from adjoining owners. This may be necessary to gain enough area to add a back yard pool or to meet setback requirements on a room addition to a house. A lot merger is when the line between two lots is eliminated, forming one lot.

If new lots are created, a parcel map needs to be prepared and processed (if total number of lots are less than 4 which may also include a remainder parcel), or a subdivision map needs to be prepared and processed (if more than four lots and a remainder are being created).

The City generally approves Lot Line Adjustments or Lot Mergers if the following conditions are met:

1. The adjustment or merger involves adjacent parcels.
2. No additional parcels are created.
3. Conformity with City of Needles Zoning Regulations in terms of lot size and does not create any setback violations.
4. Property owners must all agree to a lot line adjustment (if more than one owner is involved).
5. Will not impair existing or create a need for new access, easements or improvements.
6. Lot mergers must involve only one owner.

Application Procedures:

1. File a City application and submit **3 copies** of the listed package below.
2. A Deposit of **\$2,000** will be collected for 2 reviews from the City Engineer and a fee of **\$314** for processing the lot line adjustment / merger through the City. Once this process has been completed the City will refund any money due back from the deposit as part of the final processing.
3. Maps for filing shall be clearly legible parcel map or a map of record. All dimensions must be legible. Maps shall show the proposed adjustment by a **Bold** line and dimensions with all lines and text to be Black.

**Please Double Check your package is complete by "Checking" the box next to each item
(If any items are missing it will delay the process).**

The package shall include the following:

ONE Completed Application & Fees

ONE ORIGINAL survey sketch's that accompanies the legal descriptions.

ONE COPY of a CURRENT VESTING DEED for all properties whose lot lines would be altered by the proposed adjustment. In lieu of the vesting deed, submit a title report that names the current record owners which shall not be more than sixty (60) days old.

ONE COPY Legal Description of each of the proposed parcels that has been prepared by a licensed land surveyor or registered civil engineer, authorized to perform land surveying, containing **original signature and seal**.

ONE COPY of any letters or documents received from the parties or any other controlling governmental agency regarding this project.

ONE COPY of a lot line adjustment map, **prepared by a licensed surveyor** or a registered civil engineer authorized to perform land surveying, legibly drawn in ink or by computer and accurately to scale on one (1) sheet of paper, eight and one-half (8-1/2") by eleven (11") inches in size, and including all of the following information:

Please "Select" you have included the following items on your drawing:

- a. Scale of map (standard engineering scale), north arrow, and vicinity map shall be sized appropriately for the scale of the drawing.
- b. Lot lines, dimensions, bearings and distances (if not an aliquot division), and areas of the original parcel(s) and adjusted parcels together with a copy of the **lot closures**. Each parcel created shall be designated on the map by a number or letter. All Dimensions, Notes & Tables shall be appropriately sized for the drawing scale. If Tables are used please use indicating arrows to clearly identify the Table callout.
- c. Locations and dimensions of each existing structure, including outbuildings, distances between structures, and distances between structures and property lines of both the original parcel(s) and the proposed parcel(s). If none, indicate "vacant" on the plan.
- d. Names, locations, and widths of all existing streets and roads on or bounding the original parcel and of all new access routes being proposed.
- e. Locations and dimensions of all existing and proposed easements & right-of-ways.
- f. Location of existing domestic water supply (well) and existing septic tanks and disposal fields on all affected lots.
- g. Approximate high water lines in lakes, reservoirs, streams, and rivers, if applicable.
- h. Lot line adjustment number, as assigned by the Engineering Department.

Once received by the Engineering Department the application will be checked against the items above, before being processed and forwarded to the City Engineer for their review. **Please assure that all items requested are included when you submit your application, if not a deficiency email issued by the City of Needles will be forwarded to the applicant and at that point your application will stop and you will have to re-apply.**

Recordation Process:

Upon approval of the request for lot line adjustment the Engineering Department shall cause to be recorded with the County Recorder a Certificate of Compliance and appropriate attachments reflecting the approved lot line adjustment, provided the following criteria have been met:

1. The grant deed or deeds, partial re-conveyances, and supplementary deeds of trust, if applicable, shall be recorded concurrently and shall constitute constructive notice of the adjustment.
2. As provided for by the State Subdivision Map Act, the applicant may file a "Record of Survey" along with the required map and grant deed or deeds. If a field survey is made as part of the lot line adjustment, a Record of Survey shall be filed in accordance with Section 8764 of the Business and Professions Code, State of California.
3. All other conditions of approval for the lot line adjustment / merger have been satisfied.

Application Questionnaire

Complete all sections of this application. Please refer to the checklist contained in the information packet for complete information on submittal requirements. The information furnished in this application will be used in evaluating your project pursuant to the California Environmental Quality Act (CEQA). If you believe an item does not apply to your project, mark it "N/A". Do not leave any blank spaces.

| | | | |
|-------------------|----------------|------------|--|
| | | | APPLICATION DATE _____ |
| Application Type: | LOT ADJUSTMENT | LOT MERGER | Lot Adjustment / Merger # (ISSUED BY CITY) |

OWNER INFORMATION #1

Name _____ Phone Number _____ Cell _____

Address _____ City _____ State _____ Zip _____

Email _____ APN _____ Letter Attached _____

OWNER INFORMATION #2

Name _____ Phone Number _____ Cell _____

Address _____ City _____ State _____ Zip _____

Email _____ APN _____ Letter Attached _____

ENGINEER INFORMATION

Company Name _____ Preparer _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____ Lic # _____

PROJECT SPECIFIC INFORMATION

Current Property Acreage or Merged Acreage: _____ Acres New Adjusted Acreage Lot #: _____ Acres New Adjusted Acreage Lot #: _____ Acres

Township: _____ Range: _____ Section: _____ CURRENT ZONE: _____

Does the property have any structure currently? Yes No Building Int'l _____
Forward to Dept.

Does the property have City Sewer or Septic? City Sewer Septic Waste Water Dept. _____
Forward to Dept.

Does the property have City Water or Well? City Water Well Water Dept. _____
Forward to Dept.

Applicant Affidavit

I _____, do hereby state that I am the owner or agent of the subject property pertaining to this application. The statements, information, exhibits, and all plans herein or attached or submitted herewith and agree to pay all adopted and customary fees of the City of Needles relating to this application.

Signed: _____ Date: _____

Check List for “Lot Line Adjustment / Lot Line Merger” Review

Application Type: LOT ADJUSTMENT LOT MERGER

Within the Package:

Date:

| <u>Int'l</u> | <u>Comments</u> | <u>Item</u> |
|--------------|-----------------|--|
| _____ | _____ | Application Attached |
| _____ | _____ | Correct Fees Received <u>\$2,000 Review Deposit.</u> |
| _____ | _____ | Funds Deposited to Acct: LM <u> \$314 </u> ER <u> \$2,000 </u> |
| _____ | _____ | Legal Descriptions of <u>Existing</u> Parcels (Separate Sheets) |
| _____ | _____ | Legal Descriptions of <u>New</u> Parcels (Separate Sheets) |
| _____ | _____ | Attached Drawings – Exhibits (Separate Sheets) |
| _____ | _____ | Lot Closures enclosed |
| _____ | _____ | Surveyor / Engineer Signature, Stamp & Dated |
| _____ | _____ | Yes No Deficiency EMAIL Sent: _____ |

Conformity with Zoning Regulations

Date:

| <u>Int'l</u> | <u>Comments</u> | <u>Item</u> |
|--------------|-----------------|---|
| _____ | _____ | No Additional parcels are created |
| _____ | _____ | Lot Size for both parcels after adjustment does not create set-back violations. |
| _____ | _____ | All property owners agree or the parcels are owned by the same person. <i>(Letters notarized from Owners)</i> |
| _____ | _____ | Preliminary Title Report proving ownership. |
| _____ | _____ | Mortgage Lien Holder Letter <i>(if applicable)</i> |
| _____ | _____ | Will not impair existing or create a need for new access, easement or improvements. |

Easements

Date: _____

| <u>Int'l</u> | <u>Comment</u> | <u>Item</u> |
|--------------|----------------|---------------------|
| _____ | _____ | Any Utility Issues? |

Engineers Review

Date: _____

| <u>Int'l</u> | <u>Comment</u> | <u>Item</u> |
|--------------|----------------|---------------------------------|
| _____ | _____ | Check parcels Legal Description |
| _____ | _____ | Check Drawing |
| _____ | _____ | Lot Closures Match |

Engineer's Approval

Signature *Date*

Recordation Process

Date: _____

| <u>Int'l</u> | <u>Comment / Date</u> | <u>Item</u> |
|--------------|-----------------------|--|
| _____ | _____ | Prepare Certificate of Compliance Document |
| _____ | _____ | Send to Engineer for Signature and Stamp |
| _____ | _____ | Submit amount of Recordation to Accounts Payable for a Check. (Check County's \$\$) or Owner can submit. |
| _____ | _____ | Check received back from Accounts Payable or Owner. |

NOTES

| | | |
|-------|-------|--|
| _____ | _____ | Send Package to RECORDER |
| _____ | _____ | ■ All Documents – Legal & Exhibits |
| _____ | _____ | ■ Payment By: Owner City Check |
| _____ | _____ | ■ Certificate of Compliance |

DEPOSIT MONEY DUE TO CUSTOMER / CLOSED

Note: Invoice Numbers by City Engineer

Received back from Recorders Office RECORDED

COMPLETE / CLOSED

Date *Int'l* _____