

BOUNDARY LINE ADJUSTMENT APPLICATION GUIDE and Application Form

WHAT IS A BOUNDARY LINE ADJUSTMENT?

A Boundary Line Adjustment is a minor adjustment to the property line between two or more parcels. New parcels are not created as a result of a Boundary Line Adjustment. A Boundary Line Adjustment is also known as a “lot line adjustment.”

A Boundary Line Adjustment is recommended to increase or decrease existing parcels as long as the parcel size meets the current standards for lot size and area. Boundary Line Adjustments are used to correct minor trespasses (i.e., building a garage over the line) or to add acreage to a parcel for the owner’s convenience. The Planning Department will process the application pursuant to the Subdivision Map Act. Essentially, if the parcels width, area, or other technical aspects remain compliant with the Municipal code, the Subdivision Map Act or other City codes as a result of the Boundary Line Adjust, the Planning Department can approve the application. Executing a boundary line adjustment is a relatively simple process. Boundary Line Adjustments can only involve up to four parcels, otherwise a Parcel Map is required.

What are the Costs?

The application fee for a Boundary Line Adjustment is \$150.00. You will also have to pay your representative for preparing the application and legal descriptions and the local title company for final processing and recording of the legal descriptions and deeds reflecting ownership. The legal description must be prepared and submitted by either a Licensed Land Surveyor, or a Registered Civil Engineer that is licensed to practice land surveying (registered in California prior to 1982) and be accompanied by a map showing the parcel(s) as depicted on the legal description. When ordering your Preliminary Title Report for this application, please instruct your title company to keep your order "open." Failure to do so may result in additional charges by the title company at the end of the Boundary Line Adjustment process.

How long does it take?

The Boundary Line Adjustment will take 5 to 15 days depending upon when the application is accepted as “complete” by the Planning Department.

WHEN WILL MY BOUNDARY LINE ADJUSTMENT BE COMPLETED?

The Boundary Line Adjustment is complete when a notice and legal descriptions of the new parcels are recorded by the local title company designated by the applicant. You must provide property descriptions of the parcels as they are to exist to the Planning Department. The Department will transmit those approved descriptions and appropriate instructions necessary for completion of the Boundary Line Adjustment to the Title company you have indicated.

Process:

Step 1, Submitting the application.

In general, the application requirements for a Boundary Line Adjustment are listed. A detailed plot plan must be submitted showing accurate existing and proposed lot dimensions, access points to all parcels and easements and approximate locations of existing and proposed

improvements (i.e., buildings), slopes, streams, ponds, flood prone areas and a sketch showing the general location of the project. Other information required includes the names and addresses of landowner and representative, Assessor parcel number, zoning, Preliminary Title Report showing record title interest, photographs and notarized property owner(s) signature.

The following is the list of requirements:

- ◆ Completed Application with filing fee
- ◆ Map or drawing of existing property boundaries
- ◆ Map or drawing of proposed property boundaries
- ◆ Site plan – to scale – showing all existing buildings, easements, wells, septic systems, fencing; sufficient to show property encumbrances
- ◆ Preliminary Title Report (not older than 12 months)
- ◆ Name, address, phone number of Title Company (of applicant's choice)
- ◆ Completed "Authorization to Enter Private Property" form

Step 2: Administrative Approval:

- ◆ Planning Department makes findings that parcels are consistent with Building and Zoning Codes.

Step 3: Submitting Legal Description:

- ◆ Following approval, the applicant is required to submit new legal descriptions of the project as approved. Legal descriptions must be prepared and stamped by a licensed land surveyor, or civil engineer with the qualifications to prepare property descriptions.

Step 4: forwarding the information to the Title Company:

- ◆ Following receipt of the new legal descriptions, a cover letter will be forwarded to the Title Company chosen by the applicant with the following:
 - Notarized Recordation Sheet from Planning Department
 - Exhibit A: Revised Legal Description
 - Notice of Approval of Lot Line Adjustment

Completion:

- ◆ File will be complete when copies of the Dated Down Title Report are received and verified against the main file.

**CITY OF MT. SHASTA
 PLANNING DEPARTMENT
 305 NORTH MT. SHASTA BOULEVARD
 MT. SHASTA, CALIFORNIA 96067
 (530) 926-7510 TELEPHONE *** (530) 926-0339 FAX**

APN _____

PROJECT NO. _____

LOT LINE ADJUSTMENT APPLICATION

(Print or Type in Black Ink Only)

- | | |
|---|--|
| <ul style="list-style-type: none"> o Conditional Use Permit - \$480 o Variance - \$580 o Subdivision (4 or Less) - \$650 + Time/Materials o Subdivision (5 or More) - \$300 + \$150 per parcel o Rezoning / Rezoning - \$425 o General Plan Amendment - \$580 o Home Occupation – Administrative - \$80 o Home Occupation - \$345 o Other _____ \$100 + Time/Materials | <ul style="list-style-type: none"> o Annexation - \$750 (5 Acres or Less) o Annexation - \$1,200 (More than 5 Acres) o Lot Line Adjustment - \$150 o Optional Design - \$180 o Architectural / Design - \$325 o Sign – Administrative - \$55 o Sign - \$245 o _____ (If not listed, check with
 Planning Department for current description and fee |
|---|--|

In addition to the above fees, applicants shall be required to reimburse the City of Mt. Shasta for any additional costs of issuing permit, including but not limited to, extraordinary fees for legal counsel and/or consultant costs.

PLANNING DEPARTMENT

_____ Application Received
 _____ Accepted as Complete
 _____ Received By

CASHIER

_____ Application Fee
 _____ Receipt Number
 _____ Received By

APPLICANT: NAME _____
 ADDRESS _____

 TELEPHONE / FAX # _____

OWNER: NAME _____
 ADDRESS _____

 TELEPHONE / FAX # _____

REPRESENTATIVE: NAME _____
 ADDRESS _____

 TELEPHONE / FAX # _____

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PROPERTY OWNER SIGNATURE REQUIREMENT

I hereby certify that the facts, statements, and information presented within this application are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the City of Mt. Shasta. I hereby certify that I have read and fully understand all the information required in this application form.

By signing this application, I (we) hereby authorize City, County, State and Federal agencies, requested to review this application, to enter my property for the purpose of reviewing and commenting on this application. The authorization is valid from the date of filing this application until the City formally acts to approve or deny this project.

Signature

Signature

Printed Name

Printed Name

Address

Address

City/State/Zip

City/State/Zip

Date

Date

Signature

Signature

Printed Name

Printed Name

Address

Address

City/State/Zip

City/State/Zip

Date

Date

Please initial each item as required below, if there are any questions regarding the requirement, please contact the City Planner:

Application Requirements:

- _____ Completed Application with filing fee
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APPLICANT SIGNATURE REQUIREMENT

I have read and understand the application guidelines and submitted all the requirements.

Signature

Printed Name

Date