



## LOT LINE ADJUSTMENT APPLICATION

This application is required when it is desired to adjust the lot line between two (2) or more adjacent parcels, where the land taken from one (1) parcel is added to an adjacent parcel, and where no additional parcels are thereby created, or the number of parcels reduced. This is not for re-subdivision of land (i.e., change of orientation of parcels).

Lot Line adjustments are the relocation of property lines for the purpose of:

- a. Eliminating an existing encroachment; and/or
- b. More closely meeting the minimum area requirements of the Development Code; and/or
- c. Meeting building setback requirements; and/or
- d. Better recognition of topographic features; and/or
- e. Other applications as approved by the City Planner.

All other relocations of property lines are re-subdivisions and are to be reviewed through Tentative Parcel or Tentative Tract processes.

### APPLICATION FEE

\$1,000.00 Planning Review Initial Deposit (#2105)

Please note the initial deposit may be modified for certain projects, including large and complex projects, and/or where additional studies and reports are required to evaluate the Project.

### FEE POLICY

This is an **Actual Cost** application. The actual cost for a project is determined according to the time spent by City personnel on that project and the associated personnel benefits, Department overhead, and other indirect costs incurred for that project. Whenever 75% of a deposit has been expended and the Department determines that the estimated actual cost of the job will exceed the amount deposited, additional deposit of such excess amount shall be required. Notification of additional deposit required will be mailed to the applicant, who shall deposit such additional

monies prior to the date specified in the notice. Work will be suspended on the project when 95% of the deposit previously received has been expended. **Projects will not be completed with money due.** If the additional deposit is not made by the date specified in the notice, the project shall be deemed denied on the date specified, without further action on the part of the City. If, within 30 calendar days after a project is deemed denied for failure of the applicant to make a required additional deposit, the applicant makes the additional deposit plus a \$100 processing fee, the project shall be reinstated as of the date the additional deposit and processing fee are paid. Notwithstanding Section 83.010605 of the City Municipal Code, denial without prejudice of a project because of insufficient funds, after notice and request for additional deposit have been provided to the applicant, cannot be appealed.

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## **PART A: INFORMATION AND PROCEDURES**

1. Before submitting your application, we encourage you or a representative to discuss the proposal with the Planning Division staff at the public information counter to obtain general information regarding applicable regulations and the necessary procedures. In addition, visit any outside agencies where permits may be required or existing utility companies that may be impacted (ex. Yucaipa Valley Water District).
2. Any land use decision to approve, deny or impose specific conditions on the approval of any land use application may be appealed by any interested party, including the applicant. The appeal must be filed with the City on the appropriate appeal form, along with the appropriate fee, prior to the effective date of the land use decision.
3. Following the acceptance of your application, notification of your proposal will be sent to City Departments for review and conditions of approval, appropriate outside agencies for their comment, and surrounding property owners.
4. Prior to conditionally approving a Lot Line Adjustment Permit, the decision making authority must find and justify that all of required findings listed in the Development Code are true.
5. Once a Lot Line Adjustment is approved, the revised legal description and Certificate of Compliance is reviewed by the County Surveyor. Note, additional fees apply for County review. Once approved, the Certificate of Compliance is recorded. After the Certificate of Compliance is recorded, the amended Grant deed needs to be recorded.

## **APPLICATION PROCESS SUMMARY**

1. Pre-application meeting (for large, complex projects only)
2. Preparation of Property Plot Map.
3. Application Acceptance
4. Notification Acceptance
  - a. Surrounding property owners/other interested parties
  - b. Other agencies
5. Lot Line Adjustment is reviewed and, if acceptable, approved.
6. Applicant submits revised legal description for review and approval by County Surveyor.
7. Certificate of Compliance recorded.
8. New Grant Deeds need to be recorded to memorialize Lot Line Adjustment.

**PART B: LAND USE APPLICATION QUESTIONNAIRE**

PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION to the best of your ability. **All questions must be answered, or the application will not be taken in.** If the answer is unknown, or if the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate. Only use City forms. If more space is needed, use attachments.

**A. PROJECT INFORMATION**

Application Type: \_\_\_\_\_

[List all Land Use Application types that are proposed as part of your project, i.e. "Conditional Use Permit", "Tentative Tract", etc. (if a tentative map is involved, please include the map number)]

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Representative Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Email \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_

Describe project and use in detail (use attachment if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location Description: \_\_\_\_\_

Street Address: \_\_\_\_\_

Cross street (nearest): \_\_\_\_\_

Side of street: \_\_\_\_\_ Parcel size: \_\_\_\_\_

Development area (If different from parcel size): \_\_\_\_\_

Prior project or associated project case no. (if applicable): \_\_\_\_\_

**B. SITE DESCRIPTION**

1. Provide the following information for the site.

Official Land Use District and Improvement Level onsite:

(This can be obtained from the public service counter.)

\_\_\_\_\_

Type of Existing Development (i.e., residence, office bldg.) onsite:

\_\_\_\_\_

Type of Existing Development (i.e., residence, office bldg.) surrounding the subject site:

North \_\_\_\_\_

East \_\_\_\_\_

South \_\_\_\_\_

West \_\_\_\_\_

2. Describe the type and approximate age of any existing structures on the site and any other improvements such as paving, channelization of water courses or improvements designed to control erosion.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Has the property been surveyed by a Licensed Land Surveyor or Civil Engineer? If yes, please include a copy of the survey map with this application. Yes \_\_\_\_\_ No \_\_\_\_\_

4. Describe any prominent landform features on the site such as canyons, ravines, bluffs, cliffs or rock outcroppings.

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5. Is the property part of a known overflow area or traversed by natural (blue-line) stream beds, channels, ground swales or washes, or subject to high water table? If yes, indicate the approximate location and depth of each. Yes \_\_\_\_\_ No \_\_\_\_\_

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6. Are there any deed restrictions, covenants, conditions and restrictions (CC&Rs) or other restrictions on the title of the property? If yes, please explain. Yes \_\_\_\_\_ No \_\_\_\_\_

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7. Please state the name of the fire department that serves this site.

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8. Please state the approximate distance to the nearest fire hydrant.

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9. Please describe the type, width, and condition of the road(s) abutting this site, give name(s).

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10. Is this property located within an established sanitation district. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of district: \_\_\_\_\_

If no: Does an area exist on each parcel for a septic system. Yes \_\_\_\_\_ No \_\_\_\_\_

11. Please state if this application is the result of an enforcement action by Building and Safety or Code Enforcement?

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12. If an enforcement action of any type, is (are) the structure(s) existing? Yes \_\_\_\_\_ No \_\_\_\_\_  
If existing, were building permits issued for the structure? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give building permit numbers and date issued.

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13. If an encroachment exists, please describe the encroachment and state how long it has existed.

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14. Please state the parcel size of each of the existing parcels, and the resulting size of the parcels if the request Lot Line Adjustment is approved.

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

15. Will the proposed new lot lines or proposed variance provide for rear, side and front setbacks as required by the General Plan and the Development Code for this land use district?

Yes \_\_\_\_\_ No \_\_\_\_\_ If not, please indicate existing and proposed setbacks.

Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

16. What is the separation (feet) between the structures involved in this application?

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17. List approximate number, size, and type of native trees in the area to be disturbed by construction. Please list number, type, and size of trees/plants to be removed:

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## VARIANCES

18. List any similar variances that have been granted in the immediate area. Please state the location of the variance, the address, and the assessor parcel number. Also, please include any photographs of the variance.

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19. Please explain why you are unable to meet the requirements for which a variance is being requested.

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## **PART C: HAZARDOUS WASTE SITE CERTIFICATION**

### **INSTRUCTIONS:**

Pursuant to the requirements of Government Code Section 65962.5, before an application for a development project may be accepted by the City, the applicant shall first consult the lists compiled by the Department of Toxic Substances Control, and sign a statement indicating whether the project is located on a site that is included on any of the lists. The lists compiled by the Department of Toxic Substances Control include the following:

- (1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code;
- (2) All land designated as hazardous waste property or border zone property pursuant to former Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code;
- (3) All information received by the Department of Toxic Substances Control pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land;
- (4) All sites listed pursuant to Section 25356 of the Health and Safety Code;
- (5) All public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis pursuant to Section 116395 of the Health and Safety Code;
- (6) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code;
- (7) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California Regional Water Quality Control Board has notified the Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code;
- (8) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, that concern the discharge of wastes that are hazardous materials; and
- (9) All solid waste disposal facilities from which there is a known migration of hazardous waste.

The lists compiled by the Department of Toxic Substances Control may be viewed on-line, on the State of California, Water Resources Control Board website, at <http://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=yucaipa>.

This certificate must be submitted with all development applications, except legislative acts, i.e. General Plan policy or Development Code Amendments.



**HAZARDOUS WASTE SITE CERTIFICATION FORM:**

I, the undersigned, hereby state that I am the \_\_\_applicant, \_\_\_owner, \_\_\_officer, of the property(ies) on which this application is submitted (“Project Site”), and state that I have consulted the list compiled by the Department of Toxic Substances Control pursuant to the requirements of Government Code Section 65962.5. I further state that the Project Site \_\_\_is, \_\_\_is not, identified on said lists.

List Assessor Parcel Numbers of the project property.

\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF PERSON CERTIFYING THIS REVIEW:**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# APPLICATION CERTIFICATE

**ALL OWNERS OF RECORD MUST SIGN THIS CERTIFICATE** (Please attach to questionnaire)

List Assessor's Parcel Number(s) of the project property:

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List Assessor's Parcel Number(s) of all property contiguous to the project property that is owned or beneficially controlled by the individual(s) signing this Certificate:

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The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made states that he/she or the organization is aware that the application is being filed with the City of Yucaipa Planning Division, and certifies under penalty of perjury that he/she, or the organization, authorize the submittal of the application to the City. I (We) acknowledge that additional materials may need to be provided to the Planning Division once the preliminary review of the application materials has been initiated.

I (We) further agree that if any information contained in this application proves to be false or incorrect, the City of Yucaipa and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on the basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the City for cancellation.

If this is an actual cost application, the applicant agrees to pay all accumulated charges for this project. For any type of application, the applicant agrees to defend, indemnify and hold harmless the City, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This obligation includes the obligation to reimburse the City, its agents, officers and employees for any court costs or attorney fees which the City, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The City agrees to notify the applicant of any such claim, action or proceeding promptly after the City becomes aware of it. The City agrees to cooperate in the defense provided by the applicant. The City may participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations, or City expenses.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signatures block and attach a notarized copy of the Power of Attorney.

(IF R.C.E. OR LICENSED  
LAND SURVEYOR)  
**REGISTRATION NO.**

**PRINT NAME**

**SIGNATURE**

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(APPLICANT OR AGENT)

(DATE)

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(OWNER OF RECORD)\*

(DATE)

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(OWNER OF RECORD)\*

(DATE)

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(OWNER OF RECORD)\*

(DATE)

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(OWNER OF RECORD)\*

(DATE)

\*If the property is owned by a corporation, partnership, or other group, the signee should indicate corporation position or title and submit substantiating documentation.

**PART D: LOT LINE ADJUSTMENT PERMIT SUBMITTAL**  
**CHECKLIST**

**+ ALL ITEMS MUST BE INCLUDED AT THE TIME OF FILING +**

PLEASE RETURN THIS CHECKLIST WITH APPLICATION PACKET UPON SUBMITTAL. ONLY USE CITY FORMS. IF MORE SPACE IS NEEDED, USE ATTACHMENTS. COMPUTER GENERATED APPLICATIONS ARE NOT ACCEPTABLE.

1. **Two\* copies** of completed Land Use Application Questionnaire. **All owners** must sign the Application Certificate. The notarized power of attorney must contain the names of all owners.
2. **One signed and dated copy** of the “Hazardous Waste Site Certification” (Part C).
3. **One original** property plot map of the property. (Refer to attached map and checklist for requirements.) Map must be drawn on Property Plot Sheet provided.
4. **One copy** of recorded **Grant Deed** or **Quit Claim Deed** with the previous Grant Deed for each lot or parcel.
5. **One copy** of Preliminary Title Report no more than 60 days old for **each** lot or parcel.
6. If either the Grantor or Grantee is a Corporation, Partnership, or Fictitious Firm: **One certified copy** each, if applicable, of the Articles of Incorporation including the latest statement of offices; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm.
7. If the property has been surveyed by a Licensed Land Surveyor or Civil Engineer, submit **one copy** of the survey map.

## **PART E: PROPERTY PLOT MAP CHECKLIST**

The Property Plot Map must be drawn on the Property Plot Sheet provided in this application packet. This sheet consists of two sections. The upper map portion is to include your drawing, in black ink, at an accurate scale appropriate to show all the details of your proposed lots. The scale you use should be a standard engineering scale (1 inch equals 20 feet, 200 feet or 2,000 feet) so that the parcel fits neatly within the space provided. (See attached sample property plot map as a guide.) The lower information portion of the application asks necessary questions regarding the application, answer the question.

### **MAP PORTION**

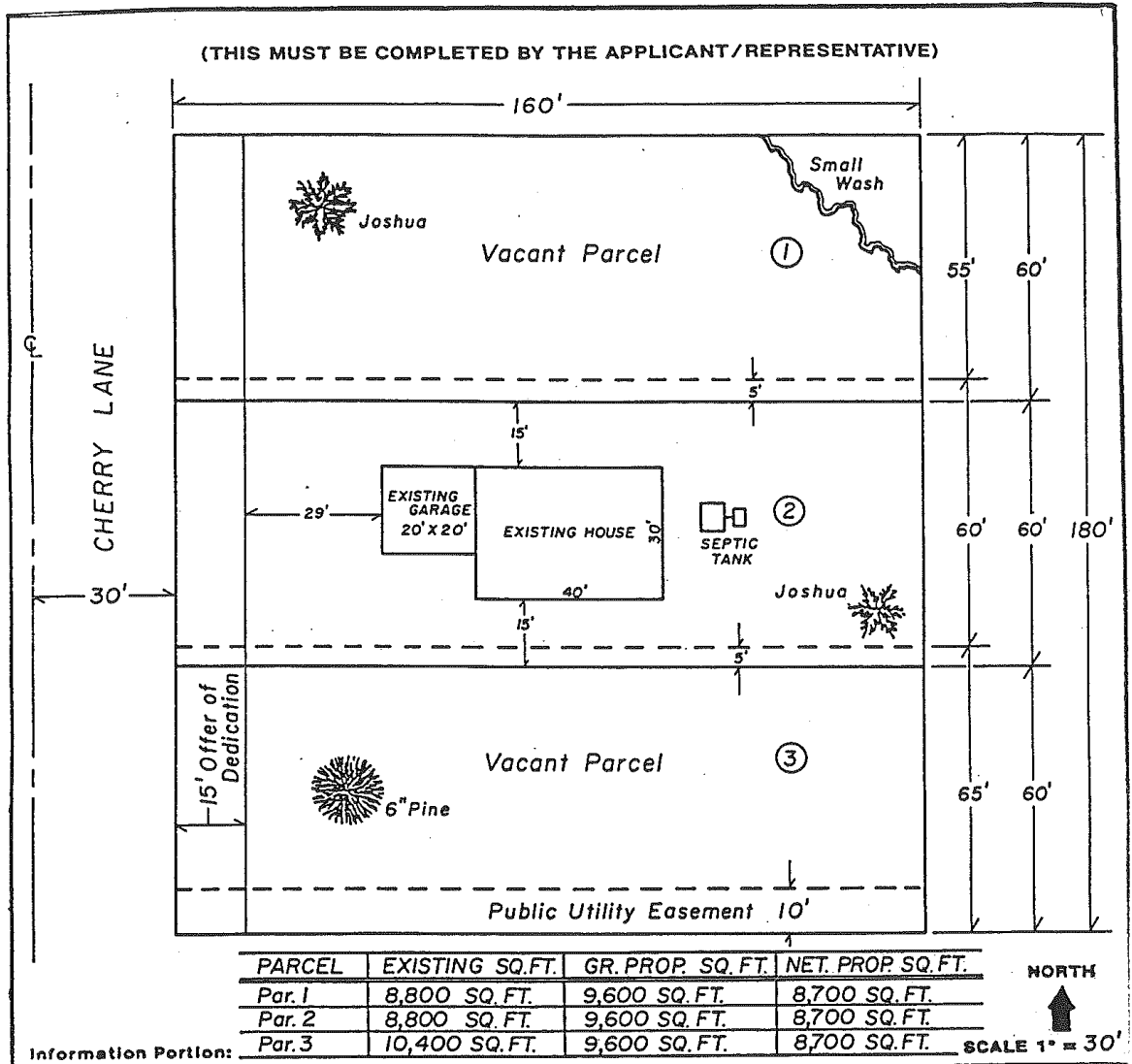
1. Map should be drawn so that “north” is to the top of the Property Plot Map Form. Write the scale of the plot map under the north arrow provided.
2. Delineate the location and dimension the lengths and widths of the following
  - (a) Existing property lines for each lot or parcel. Existing lot lines that will not remain should be shown as a dashed line.
  - (b) Additional or revised lot lines proposed by this application to create new or revised lots
  - (c) Existing rights-of-way for all abutting streets. ALSO indicate names.
  - (d) Proposed new right-of-way dedication including expansion and additions.
  - (e) Existing street and drainage improvements including curbs, gutters, sidewalks, and paving widths.
  - (f) All existing and proposed easements for drainage, public utilities, access, or encroachments.
  - (g) All underground structures including septic tanks, leach lines, seepage pit, storm drains, and wells.
  - (h) All existing structures. In addition to dimension of structures, indicate the distances between structures and between each structure and the nearest existing or proposed property line. Also indicate the use of each structure and any that are to be removed.
  - (i) Indicate location and dimensions of any important topographic conditions (hills, canyons, water courses, known seismic fault areas, etc.)
3. Number each proposed lot and compute the existing and proposed lot areas in square feet or acres.
4. If commercial and/or industrial structures are existing and to be retained and utilized, show all parking facilities and driveways.

5. Indicate native trees six inches or greater in diameter, and protected desert native plants with stems two inches or greater in diameter or six feet or greater in height, or state in a note that no such trees exist on site. Indicate whether any trees or protected plants are to be removed.
6. Show any existing grading and provide copy of approved grading plan.

**INFORMATION PORTION**

7. Applicant's name and phone number.
8. The number of lots to be created.
9. The Assessor's book, pages, and parcel number(s) if the existing parcel(s).

**PROPERTY PLOT**



Information Portion:

Applicant Name: John Q Applicant Ph: 619-240-1234 Proposed # of Lots 3  
 Assessor's Parcel Number(s) 999-321-05.06.07  
 Township 02N Range 05W Section 19 NW NE SW SE Quarter (Circle One)  
 Planning Staff Only File/Index # \_\_\_\_\_ Rd. Bk. # \_\_\_\_\_  
 Land Use District \_\_\_\_\_ Overlay \_\_\_\_\_  
 Approval Date \_\_\_\_\_  
 Approved By: X \_\_\_\_\_ X \_\_\_\_\_

# PROPERTY PLOT

TO BE USED ONLY FOR LOT MERGER; LOT LINE ADJUSTMENT; & MAP ACT EXCEPTION APPLICATIONS  
(ITEMS MUST COMPLETED BY THE APPLICANT/REPRESENTATIVE)

NORTH



SCALE 1"=

## INFORMATION PORTION:

APPLICANT NAME: \_\_\_\_\_ PH \_\_\_\_\_ PROPOSED No. OF NEW LOTS \_\_\_\_\_

ASSESSOR PARCEL NUMBER(S) \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ SECTION \_\_\_\_\_ NW NE SW SE Quarter (circle one)

PLANNING STAFF ONLY:

FILE/INDEX \_\_\_\_\_ LAND USE DIST \_\_\_\_\_ OVERLAY \_\_\_\_\_ RD. BK. \_\_\_\_\_

APPROVAL DATE: \_\_\_\_\_

APPROVED BY : X \_\_\_\_\_ X \_\_\_\_\_