



# City of Red Bluff

Community Development Department  
555 Washington Street  
Red Bluff, CA 96080  
(530) 527-2605 ext. 3059

Application No. \_\_\_\_\_

## APPLICATION FOR Lot Line Adjustment Merger

### Applicant Information

Applicant		Daytime Phone	
Street Address			
City		State	Zip

Property Owner		Daytime Phone	
Address			
City		State	Zip

Project Engineer/Surveyor		Daytime Phone	
Contact		License No.	
Address			
City		State	Zip

### Property/Project Information

Property Address	
Assessor's Parcel No.	Project Acreage
Present Zoning	General Plan Designation
Existing Land Use	Proposed Land Use
No. of Proposed Lots	Average Lot Size
Related Applications	

### Required Signatures

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. **I also certify that I am the owner of the above property or have attached the owner's written consent to file this Application.**

**Note:** By signing the front of this application form, the applicant is indicating that the project is not included on any state or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, effective July 1, 1987.

Applicant's Signature	Date
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### For Office Use Only

APPLICATION NO.	PROJECT NO.	DATE RECEIVED	DATE APPLICATION CERTIFIED COMPLETE
FEES RECEIVED/CHECK NO.	CEQA DETERMINATION		
	Exempt <input type="checkbox"/>	N.D. <input type="checkbox"/>	M.N.D. <input type="checkbox"/>
			EIR <input type="checkbox"/>
			DATE FILED

## **PURPOSE**

A Lot Line Adjustment (LLA) and/or Merger is a minor adjustment to the property line between two or more parcels. New parcels cannot be created as a result of a Lot Line Adjustment or Merger.

A LLA and/or Merger is recommended to increase or decrease existing parcels as long as the parcel size meets the current standards for lot size and area. Lot 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. In most cases, the Planning Commission must review and approve the LLA/Merger. Executing a lot line adjustment is a relatively simple process. LLA and Mergers can only involve up to four parcels, otherwise a Parcel Map is required.

## **PROCESS**

### **Step 1 – Pre-Application Discussion with Staff**

You should review the proposal with Planning Department staff prior to the submission of the formal application. This will allow staff to advise you on conformity with the General Plan, Zoning Ordinance, Uniform Building Code, and engineering requirements. Usually, this first step is the most important step and helps a project move faster through the process.

### **Step 2 – Submitting the Application**

To file an application, you should submit a completed application, along with an application fee as established by the City Council, and a map exhibit providing the information delineated at the end of these guidelines. Also required are a preliminary title report (current within 45 days of application) and property history verifying legal creation where deemed necessary by the Planning Division. The application **must** be signed by the property owners of all affected parcels.

### **Step 3 – Review of Application by Staff**

If the application is accurate and complete, City staff will review your proposal to determine its compliance with City General Plan, Zoning, and Building Codes (for example, parcel size and shape and building setbacks). In most cases, the City requires a public hearing before the Planning Commission for approval of the LLA/Merger. Conditions will not be imposed on the approval of a Property Line Adjustment except as necessary to facilitate recording and the relocation of existing overhead or underground utilities or easements or to bring the proposal into conformance with City Zoning and Building Codes.

### **Step 4 – Approval by Planning Commission**

Red Bluff Municipal Code Section 20.6 *Specific Procedures for Minor Divisions*, requires the consideration and processing of most LLAs and Mergers in the City. The Code does allow for the processing an approval of the LLA by the Planning Director, if all the lots subject to the lot line adjustment or merger are substandard, meaning that the existing lots do not conform to the City's minimum lot size and area requirements. The total time for processing a Merger or Lot Line Adjustment is generally 30 to 60 days and is dependent on the Planning Commission schedule.

### **Step 5 – Recording the Map**

Following approval by the Planning Commission, the LLA/Merger must be submitted to the Tehama County Clerk-Recorder's off for recordation of the map. This is accomplished by the property owner(s) by submitting legal descriptions reflecting the revised lot boundaries and a map exhibit prepared by a licensed surveyor or professional engineer and the Red Bluff Planning Commission's Resolution approving the LLA/Merger. **IN ADDITION, THE COUNTY REQUIRES THE PAYMENT OF RECORDING FEES FOR THE PROCESSING OF THE LLA/MERGER.** For specific information on how to submit this documentation to the Clerk-Recorder, please contact Tehama County Clerk-Recorder at (530) 527-3350.

**Step 6 – Submitting Legal Description and Forwarding to Title Company**

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

**Step 7 - Completion**

File will be complete when the Clerk Recorder stamped Certificate of Voluntary Merger (provided by the City) is submitted by the property owner to the City. **This last step must be completed in order for the City to record the LLA/Merger.**

**Time Limits:**

The total time for processing a Merger or Lot Line Adjustment is generally 30 to 60 days and is dependent on the Planning Commission schedule as the Planning Commission has the approval authority for mergers and lot line adjustment in the City.

However, pursuant to California Government Code Sections 65943 and 65950, the City has thirty (30) days from the date of application submittal to determine if an application is complete; and six (6) months from the date of complete application to take final action.

**Notice of Pending Amendments:**

Pursuant to California Government Code Section 65945, an applicant can make a written request to receive notice of any pending amendments to: the General Plan, Specific Plans, the land use regulations, ordinances affecting building permits, or to regulations pertaining to development permits, if the amendment is reasonably related to the applicant's project.

**REQUIREMENTS FOR A COMPLETE  
CERTIFICATE OF MERGER or LOT LINE ADJUSTMENT**

The following items are REQUIRED for a complete application:

**SUBMITTAL REQUIREMENTS**

1. **Application Fees:    \$339.00.**
2. ***Completed application form including:***
  - a) Name and address of owner of record of all parcels and engineer/surveyor who prepared map.
  - b) Date of preparation.
  - c) Current Assessor's Parcel Number(s)
  - d) Layout, dimensions and acreage of EXISTING LOT(S)
  - e) Layout dimensions and acreage of MERGED LOT(S)
  - f) A scale and north arrow.
  - g) A location/vicinity map identifying the project site within an identifiable geographic area.
  - h) The location and dimensions of all existing building and structures including location from all property lines.
  - i) The name, location, and width of all existing interior, abutting, and proposed streets and easements.
  - j) Location and nature of all utilities in accordance with the requirements of the City of Red Bluff.
  - k) Listing of adjacent recorded or known proposed land divisions, lot line adjustment(s), or any other application for entitlement, which may or will affect or be affected by the subject application.
3. **One copy of the deeds for existing parcels and a current Preliminary Title Report (within the last 90 days).**
4. One copy of the Assessor's Parcel Map(s) with the subject site clearly identified.
5. Other information as may be required to facilitate a comprehensive evaluation of the application by the City of Red Bluff.
6. Additional information may be required to determine if significant adverse environmental impacts could result from the proposal.

**APPLICATION FOR CERTIFICATE OF MERGER or LOT LINE ADJUSTMENT**

**NOTE: APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT AND WHICH DO NOT HAVE ALL REQUIRED SUBMITTALS WILL NOT BE ACCEPTED FOR FILING.**

**Contact Information:**

1. Applicant Name (s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City/State/Zip  
Phone: \_\_\_\_\_  
Business Home Cell  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Property Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City/State/Zip  
Phone: \_\_\_\_\_  
Business Home Cell  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

3. Property Owner(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City/State/Zip  
Phone: \_\_\_\_\_  
Business Home Cell  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

4. Engineer/Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City/State/Zip  
Phone: \_\_\_\_\_  
Business Home Cell  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Additional information may be obtained from the City of Red Bluff Planning Department at the above address and telephone number.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**APPLICANT(S)/OWNER(S) DECLARATION UNDER PENALTY OF PERJURY  
(Must be signed by ALL applicants and property owners)**

*I am (we are) the owner(s) of the property that is the subject of this application and I (we) have completed this application and all other documents and maps required herein, or have permitted the person(s) identified as the Applicant to do so on my (our) behalf. Owner(s) and/or Applicant(s) hereby certify that the information and statements made herein are, in all respects, true and correct to the best of my (our) knowledge and belief.*

*I (we) also declare under penalty of perjury that the foregoing is true and correct as evidenced by my (our) signature(s) below.*

**1. Property Owner(s):**

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner(s):

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Applicant(s):**

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant(s):

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Note: If the owner or applicant is other than an individual(s), a copy of a Resolution from the corporation or partnership agreement authorizing this application must be attached hereto.**



**FOR PLANNING DEPARTMENT USE ONLY**

General Plan Designation: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Chapter: \_\_\_\_\_

Property Owner Verified: \_\_\_\_\_  
Yes No

Minimum lot size allowed: \_\_\_\_\_

More Information Needed: \_\_\_\_\_  
Yes No

Application Complete: \_\_\_\_\_  
Yes No

Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_

Special Circumstances: \_\_\_\_\_  
Yes No

Application Reviewed by: \_\_\_\_\_  
\_\_\_\_\_

Name

Date