

# RESOURCE MANAGEMENT AGENCY



5961 S. Mooney Blvd  
Visalia, CA 93277  
559-624-7000  
615-3002

Aaron R. Bock  
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Economic Development and Planning  
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## LOT LINE ADJUSTMENT

**NOTE: APPLICANT AND PROPERTY OWNER NAMES MUST BE LISTED IDENTICAL TO HOW THEY ARE SHOWN ON YOUR GOVERNMENT ID**

### General Information:

<b>Applicant:</b> _____	<b>Property Owner:</b> _____
Mailing Address _____	Mailing Address _____
City/Town _____ State _____ Zip _____	City/Town _____ State _____ Zip _____
Phone _____ Cell _____	Phone _____ Cell _____
E-Mail _____	E-Mail _____
Signature _____	Signature _____

### **Other Persons to be Notified:** (Specify: Other Owner(s), Agent, Lender, Architect, Engineer, Surveyor)

Name/Title _____	Name/Title _____
Mailing Address _____	Mailing Address _____
City/Town _____ State _____ Zip _____	City/Town _____ State _____ Zip _____
Phone _____ Fax _____	Phone _____ Fax _____
E-Mail _____	E-Mail _____

### **Project Information:**

Site Address(es): \_\_\_\_\_ City/Town \_\_\_\_\_

Assessor's Parcel No(s): \_\_\_\_\_

THIS SPACE FOR PERMIT CENTER STAFF USE ONLY

**Project Number:** \_\_\_\_\_ **Supervisor District:** \_\_\_\_\_ **Economic Development:** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_ **General Plan Land Use:** \_\_\_\_\_ **UAB/UDB/HDB/MS:** Yes  No

**Project Description** \_\_\_\_\_

**Agricultural Preserve (if applicable) – Preserve No.** \_\_\_\_\_ **Contract No.** \_\_\_\_\_

**Filing Fee(s):** \_\_\_\_\_ **Total Amount Paid:** \_\_\_\_\_ **Payment Type:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Existing Entitlements/References:** \_\_\_\_\_

**Application Received/Reviewed by:** \_\_\_\_\_

PERMIT CENTER HOURS: MONDAY – THURSDAY 9:00 A.M. TO 4:30 P.M. FRIDAY 9 A.M. -11 A.M.

# LOT LINE ADJUSTMENT APPLICATION

**REQUIREMENTS, FEES AND INSTRUCTIONS** *(Please use dark blue or black ink)*

The application form must be filled out completely and in every respect with all questions answered and all required attachments before the County can officially accept the application for processing. In the course of accepting and processing the application, the Permit Center Official or Planner may ask the applicant to clarify, correct or otherwise supplement the required information. The application may be filed with the Resource Management Agency Permit Center, at 5961 S. Mooney Blvd., Visalia CA 93277. Phone number: 559-624-7000.

1. Ordinance No. 352, as amended, requires a filing fee to be paid at the time of filing an application for a Special Use Permit. This fee is to cover the cost to the County for advertising, investigations and processing the application through its various stages. The following fees apply:

Description	Fees Due at Time of Application Submittal (SUBJECT TO CHANGE AT ANY TIME)
Lot Line Adjustment	\$2,131.00
Exception (if applicable)	\$249.00
<b>Additional Fees Due Prior to Approval and/or Recording Decision (if applicable)</b>	
Recording Fee (Including SB2 - Building Homes and Jobs Act Fee)	\$150.00
Assessor Fee Per Map for Tax Estimates	\$63.00
Tax Collector Map Fee (Per APN) Original Parcel(s) Only	\$131.00

**NOTE: Before recording, any payments or security deposits due on property taxes and/or special assessments (to be determined by County Tax Collector), must be paid.**

**NOTE: The applicant is responsible for the payment of all fees associated with this application.**

2. The application for Lot Line Adjustments must be accompanied by a minimum of **one (1)** copy of the site plan. All site plans must clearly show the proposed lot line adjustment and the form of the site plan must comply with all the requirements that apply to a lot line adjustment under the Tulare County Subdivision Ordinance.
3. As set forth in the Tulare County Subdivision Ordinance, there is a 10-day appeal period on all lot line adjustment maps. The appeal period expires 10 full days from the date of approval on the Decision.
4. Copies of the signed and notarized deeds must be submitted to the Resource Management Agency (RMA) for review and approval. After review of the deeds by RMA, after the 10-day appeal period, and after appropriate taxes have been paid, the Decision and Deeds will be recorded at the recorders office simultaneously.
5. Please be advised that the Tulare County Subdivision Ordinance prohibits the recording of the deeds and Lot Line Adjustment documents until the applicant files with the County Tax Collector a security deposit for the payment of property taxes or special assessments which are not yet payable. In addition, no deeds or Lot Line Adjustment documents can be recorded to adjust property for which taxes or special assessments are due and payable, or delinquent. In such cases, the taxes or special assessments must also be paid before the deeds and documents can be recorded. Further, no Lot Line Adjustment Decision can be recorded unless all applicable deeds, financing instruments, lease documents, contracts of sale, or other third party documents are prepared.
6. If the land division affects Williamson Act-contracted Agricultural Preserve(s), the property owners may be required to file partial or full non-renewals.

**SUMMARY OF REQUIREMENTS FOR SUBMITTAL WITH A LOT LINE ADJUSTMENT APPLICATION**

Applicant      Staff

1. Completed Application
2. Owner’s Affidavit (*Signed by property owner*)
3. Filing Fee
4. Lot Line Adjustment Map(s) (1 copy) (*Note: additional copies may be required*)
5. Legal description of each new lot, prepared, stamped and dated by a licensed surveyor or licensed civil engineer.
6. Preliminary Title Report or a current statement describing all rights-of-way, easements, lien holders and record title interests or other encumbrances to which each parcel shown on the lot line adjustment map is subject.
7. Information on the creation and history of the parcels.
8. Name and address of each third party. (see “Encumbrances on Parcels” section)
9. Exception form (*if applicable*)
10. Copy of Deed showing current ownership
11. Indemnification and Cost Recovery Agreement (*separate attachment*)
12. Request for Unused Fees Form (Signed by Applicant)

**CHECK LIST FOR SUBMITTAL OF LOT LINE ADJUSTMENT SITE PLAN(S):**

- The map is at least 8½" x 11"; drawn in ink or photocopies/blue print; and drawn to an appropriate scale.
- 7-01-2530 (a) - The boundary lines of the original parcels, with dimensions. This information shall be based on existing land division entitlements or other recorded data.
- All existing surface and underground structures and improvements located on the original parcels within 50' of the boundary of each unit of land to be transferred or conveyed between adjoining parcels. (Include pipelines, turn rows, crop lines, barns, houses, etc.)
- The names, location, and widths of all abutting streets.
- The proposed division lines with dimensions and the net area of each proposed parcel.
- Meets Lot Design Standards (*Check appropriate box*)
  - a. 6,000 sq. ft. lots = minimum width = 60'  
(interior lots only) = minimum depth = 100'  
= maximum depth = 105'
  - b. 7,000 sq. ft. lots = minimum width = 70'  
(corner lots only) = minimum depth - 100'  
= maximum depth = 150'
  - c. 3:1 ratio of depth to width = non-mountainous areas (under 10 acres)
  - d. 4:1 ratio of depth to width = mountainous areas (under 10 acres)
- Meets minimum net parcel size. (*Check appropriate box*)
  - a. 6,000 sq. ft. = Community water, community sewer, interior lot
  - b. 7,000 sq. ft. = Community water, community sewer, corner lot
  - c. 8,000 sq. ft. = Individual well, community sewer
  - d. 12,500 sq. ft. = Community water, septic system
  - e. 43,500 sq. ft. = Individual well and septic system
- No lot shall be created that has double frontage or is of flag, panhandle or dumbbell configuration. In addition, reversed corner lots are prohibited.
- Current improvements and dedications are adequate for the proposed lots. All improvements are in place.
- The locations, purpose, and widths of all existing and proposed streets and easements affected by or in close proximity to the land to be conveyed.
- The existing and proposed use of the parcels.
- The existing and/or proposed water supply.

- The existing and/or proposed method of sewage disposal.
- A description of all the property involved in the lot line adjustment sufficient to identify it on the County Assessor's Map, including the sections, township and range in which the property is located.
- Legal descriptions of each adjusted parcel shown on the lot line adjustment map shall accompany the map and shall be stamped and signed by a licensed surveyor or a licensed civil engineer.
- A certificate shall be on the map signed by the legal owner or owners or an authorized agent stating that a lot line adjustment is requested and certifying that the information shown on the map is true and correct. If the certificate is signed by an agent of the legal owner, such agent shall submit a written authorization from the owner to file the map.
- A preliminary title report or a current statement describing all rights-of-way, easements, lien holders, and record title interests to which each parcel shown on the lot line adjustment map is subject.
- Access is available to all parcels. Each residential lot shall have a minimum of 40' frontage on a street.
  - Partial frontage with an easement
  - No frontage with an easement
- The original parcels are free of any special use permits? Please indicate if the lot line adjustment will affect the conditions of approval or site plan of a special use permit.
- No lot may be created that is divided by the boundary line of any taxing authority (cities, counties, schools, special districts, etc.).

**ENCUMBRANCES ON PROPERTY (INCLUDED IN LOT LINE ADJUSTMENT)**

Encumbrances include, but are not limited to, loans, rights of way, easements, lien holdings and other title interests. (Attach an additional sheet, if needed)

APN: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_  
Type of encumbrance(s): \_\_\_\_\_  
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APN: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_  
Type of encumbrance(s): \_\_\_\_\_  
-----

APN: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_  
Type of encumbrance(s): \_\_\_\_\_  
-----

APN: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_  
Type of encumbrance(s): \_\_\_\_\_  
-----

APN: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_  
Type of encumbrance(s): \_\_\_\_\_  
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To the best of my knowledge, this is a complete list of third party interests involved with these parcels.

\_\_\_\_\_  
**Applicant's/Property Owner's Signature**

\_\_\_\_\_  
**Date**

**PLEASE FILL OUT THE FOLLOWING INFORMATION COMPLETELY.**

1. Has ownership of any portion of the subject property changed within the last year?

Yes  No

If yes, provide a copy of Deed showing current ownership.

2. Describe the project site, prior to the proposed lot line adjustment, including all existing improvements (types of structures (residences, outbuildings, barns, sheds, covers, shop buildings), septic tank-leach line systems, domestic/agricultural wells, fuel or storage tanks, and include the size of each.

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3. Describe the slopes (% of slopes and direction) and the general terrain of the subject site:

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4. Trees: identify the type and size of any large trees on site.

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5. Water courses: identify the type and location of any on-site or nearby water courses (rivers, canals, ditches, streams, creeks, etc.).

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6. Describe the character and land use of the surrounding properties (orchards, vineyards, row crops, pasture, open space, water courses, railroads, roads, rural residential, subdivisions, commercial, schools, churches, vacant, city or county boundary, etc.):

<u>DIRECTION</u>	<u>CHARACTER/LAND USE</u>
North	
South	
East	
West	

7. Liquid waste disposal (*please check appropriate box*):  Existing  Proposed

Septic Tank-Leach Lines: Size of tank \_\_\_\_\_gallons & length of lines \_\_\_\_\_ ft.

Seepage Pit - Size \_\_\_\_\_

Community System – Name: \_\_\_\_\_

Aerobic tank - Size of tank \_\_\_\_\_

8. Water supply (please check appropriate box):  Existing  Proposed
- Domestic Well – Size of pump \_\_\_\_\_ Gallons per minute \_\_\_\_\_
  - Irrigation Well: \_\_\_\_\_
  - Irrigation District – Name: \_\_\_\_\_
  - Private Water Company – Name: \_\_\_\_\_
  - Community System – Name: \_\_\_\_\_

9. Source of energy (please check appropriate box):
- Electricity – Company name: \_\_\_\_\_
  - Natural Gas – Company name: \_\_\_\_\_
  - Propane: Size of tank \_\_\_\_\_ Provider \_\_\_\_\_

10. Will the project require the development of public service facilities (roads, sewer lines, water lines, etc.)? If so, describe the required development:

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**APPLICATION FOR EXCEPTIONS**  
*(if applicable)*

Please check the type of exception requested and explain exactly and completely what the special circumstances or conditions are that affect the property and how the exception is appropriate for the proper design and/or function of the property.

**LOT EXCEPTION**

- Area \_\_\_\_\_  
\_\_\_\_\_
- Frontage \_\_\_\_\_  
\_\_\_\_\_
- Width \_\_\_\_\_  
\_\_\_\_\_
- Depth \_\_\_\_\_  
\_\_\_\_\_
- Width to Depth Ratio \_\_\_\_\_  
\_\_\_\_\_
- Other Lot Exception \_\_\_\_\_  
\_\_\_\_\_

**ROAD EXCEPTION** *(The developer's engineer may be required to provide additional information to the RMA Engineering Branch in the form of road centerline profiles on the particular exception requested.)*

- Width (graded) \_\_\_\_\_  
\_\_\_\_\_
- Width (paved) \_\_\_\_\_  
\_\_\_\_\_
- Radius of Curvature \_\_\_\_\_  
\_\_\_\_\_
- Cul-de-sac Length \_\_\_\_\_  
\_\_\_\_\_
- Radius of Cul-de-sac, Paved or Graded \_\_\_\_\_  
\_\_\_\_\_
- Design Speed \_\_\_\_\_  
\_\_\_\_\_
- Other Road Exception \_\_\_\_\_  
\_\_\_\_\_

Any Exception may be granted subject to any reasonable conditions, which are deemed necessary to effectuate the purposes of the Tulare County Subdivision Ordinance (reference Section 7-01-2645).



**OWNER'S AFFIDAVIT**  
*(Must be signed by property owner)*

STATE OF CALIFORNIA    )  
  SS.  
COUNTY OF TULARE    )

I, (We,) the undersigned, say:

I (We) own property involved in this application and I (we) have completed this application and other documents and maps required hereby to the best of my (our) ability and the statements and information above referred to are, in all respects, true and correct to the best of my (our) knowledge and belief.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Optional – for additional property owner*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If there is an agent, title company, or prospective buyer who desires notification of the Director's action on this application, please enter name here.

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

Relationship: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX No.: \_\_\_\_\_

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

**The County of Tulare**  
**“INDEMNIFICATION AND COST RECOVERY AGREEMENT”**  
**(must accompany this application)**

Please download or print out the form from the  
**County Web Site**  
(located with the list of land use applications).

The Indemnification and Cost Recovery Agreement  
must be filled in and signed by the applicant and must be  
submitted as part of any land use application requiring  
discretionary review by the County.

This Agreement must be signed by the Applicant

**Please sign the Agreement in blue ink (preferred)**  
**and submit the original, signed document with the appropriate**  
**land use application.**

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**WITHDRAWAL OF APPLICATION**

Should you, at any time during the processing of your application, wish to withdraw your application and request a refund of fees paid, you may do so by forwarding a letter to the Resource Management Agency making that request. Please state clearly that you no longer wish to proceed with your land use project (*state the project number*), and that you are requesting a withdrawal of your project and a refund of any fees that have not been expended for the processing of your application.

Please date and sign the letter and include a mailing address where you would like any refund of fees (if applicable) to be mailed. Forward the request to the attention of the project planner.

**REQUEST FOR REFUND OF FEES**

Resource Management Agency  
5961 S. Mooney Blvd.  
Visalia, CA 93277

Project Number: \_\_\_\_\_

Please refund any unused fees associated with this application to the designated name and address below.

\_\_\_\_\_  
*(please print name)*

\_\_\_\_\_  
*(Street Address, Suite/Apt. No.)*

\_\_\_\_\_  
*(City, State, Zip)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date