LOT LINE ADJUSTMENT INFORMATION SHEET

GENERAL INFORMATION

A lot line adjustment is a modification of a boundary line between two or more legal parcels. This information sheet explains how your lot line adjustment application will be processed, what fees you must pay, and what information you must submit. The following instructions are intended to provide the necessary information and procedures to facilitate the processing of your application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible. If you have any questions after you have read this information, please contact the Planning Division.

HOW YOUR APPLICATION WILL BE PROCESSED

The steps involved in reviewing and finalizing your lot line adjustment application are summarized below:

1. Within thirty (30) days after submittal of the application, information and fee, City staff will review the submittal for completeness. If the submittal is complete, the application is formally accepted for processing and continues through the review process. If the application submittal is incomplete and additional information or clarification is required, you will be notified in writing. Until the application is deemed complete, it will not proceed through the process.

2. After the application is complete, City staff will route the application materials to City departments and other agencies for review and comment. At this stage of the review process, City staff will analyze the agency comments and the project to determine if additional information is required to approve the application. If additional information is needed, the applicant will be notified in writing within 30 days of the additional information required.

3. If additional information is not needed, City staff will review the application for compliance with the Colfax Development Code. The City Engineer will then take action to approve, conditionally approve, or deny the application.

4. Upon approval of the lot line adjustment and compliance with any conditions of the approval, the applicant must have a licensed land surveyor or qualified engineer prepare resultant and transferring parcel legal descriptions for the affected parcels. An exhibit plat of the lot line adjustment must also be prepared. The plat and descriptions shall be submitted to the Planning Division for approval. Upon approval of the plat and legal descriptions for technical sufficiency, the documents will then be transmitted back to the applicant's representative for preparation of the required legal documents by a title company (grant deed[s], deed[s] of trust). To expedite the review of the application, the applicant may submit the exhibit plat and legal descriptions with

the application submittal, and these documents will be reviewed concurrently with the application. However, it is recommended that exhibit plat and legal descriptions be submitted after application approval due to the possible need to modify the exhibit plat and legal descriptions as a condition of approval or the potential denial of the application.

5. Unrecorded, unsigned copies of the required grant deeds, attached legal descriptions and the original exhibit plat will then be delivered to the Planning Division for final approval. Completion of the lot line adjustment will include the City Engineer's signature on the lot line adjustment exhibit plat attached to the grant deed(s) to be recorded. This documentation will be delivered to your title company to be recorded with the Placer County Recorder's Office.

6. Recordation of the final lot line adjustment documentation will constitute final City approval and shall also act as a Certificate of Compliance in accordance with applicable provisions of the Subdivision Map Act (Sec. 66410 et. seq. of the California Government Code).

7. The lot line adjustment application approval will expire 24 months from the date of the written approval. The lot line adjustment must be completed within the 24-month period or the approval will expire. The expiration of the approval terminates all proceedings and no plats or documents of all, or any portion, of the real property included within the approved application cannot be recorded without processing a new application.

APPEAL

Any decision on the lot line adjustment application made by the City Engineer may be appealed to the Planning Commission within ten (10) days of the date that the written decision is made. An appeal must be submitted in the form specified by the Planning Division along with appropriate fee.

FEES

The fees for processing a lot line adjustment will be based on the number of parcels involved in the lot line adjustment, the actual costs of City staff time spent processing the application, hourly charges for the City Surveyor, and any direct costs. If the actual application costs are less than the fee deposit, the applicant will be given a refund of the unused fees at the end of the application process. If the actual application costs are greater than the fee deposit, the applicant will have to submit the additional application fees before the lot line adjustment documents can be signed by the City Engineer.

SUBMITTAL REQUIREMENTS

The items listed in the "Lot Line Adjustment Submittal Checklist" must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

Additional items will be required after the review and approval of the lot line adjustment. After approval of the lot line adjustment application and compliance with any conditions of approval, the applicant must submit the following items to the Planning Division:

1. **Legal Description(s)** of the transferring parcel(s) and resultant parcel(s) prepared and stamped by a licensed land surveyor or qualified engineer.

2. **Lot Line Adjustment Exhibit Plat** conforming to the approved application and tentative plat. The exhibit plat must include all information required for a tentative exhibit plat, be prepared by a licensed land surveyor or qualified engineer, include the wet stamp and signature of the surveyor or engineer preparing the plat and include the following signature block for approval by the City Engineer.

> This plat conforms to lot line adjustment case number ___ - _____/LLA, approved by the City of Colfax on _____. _____
>
> Dane Schilling, City Engineer, RCE _____

After final approval of the legal descriptions and exhibit plat, the applicant must submit the following additional items:

3. **Grant Deeds** accurately reflecting the approved resultant parcel legal descriptions and transferring parcel(s) legal descriptions. The deeds must contain a statement describing their purpose (consolidation, adjustment) and shall be in a form acceptable for recording with the Placer County Recorder's Office.

4. **Trust Deed Modification or Partial Reconveyance** modifying any trust deeds applicable to the property(s). Evidence of this modification must be submitted to the Planning Division prior to completion/recordation of the lot line adjustment.

5. **Record of Survey Map** check print, if required by the City Engineer, accurately reflecting the approved lot line adjustment. The Record of Survey must be reviewed and approved by the City Engineer prior to recordation. The Placer County Surveyor will do the formal review of the Record of Survey and sign and approve the final Record of Survey. Processing fees will be paid separately to the County of Placer for this action.

6. **Property Tax Payment.** Evidence of property tax payment for all parcels involved in the lot line adjustment/parcel merger to the Placer County Treasurer and Tax Collector must be submitted to the Planning Division prior to completion/recordation of the lot line adjustment. For additional information regarding this requirement, please contact the Placer County Treasurer-Tax Collector's office at (530) 889-4120.

After your project is assigned to a planner, you will be contacted and asked to provide additional hard copies of the plan sets as required. In addition, the planner may request an electronic version of documents from the application submittal package. Electronic files may be submitted via email (if less than 20 MB), CD, thumb drive or online file repository (i.e. Dropbox).

Maps for lot line adjustments shall show the following information:

A. The general form and layout shall be as determined by the city engineer.

B. The names, addresses and telephone numbers of the record owners and the assessor's parcel numbers assigned to the parcel.

C. The boundaries of the lots, both existing and proposed, with sufficient information to locate the property.

D. The location and names of all existing streets or other public rights-of-way in or adjacent to the tract.

E. The existing buildings, the distances between the structures to be retained and notations of the structures to be removed.

F. The railroad rights-of-way, easements or other important features, such as political subdivision lines, watercourses or other physical features.

G. The approximate location of general description of trees in excess of six inches in diameter.

H. The true north point, dimensional and graphic, scale and date.

I. The layout, numbers and dimensions of the lots involved.

J. The location and width of all proposed easements for utility purposes.

K. A certificate of the map signed by the owners agreeing to the map and agreeing to comply with the provisions of this chapter and the Subdivision Map Act of the state as they apply to the processing and approval of the lot line adjustment map.