

TEHAMA COUNTY PLANNING DEPARTMENT

Kristen Maze— Director of Planning

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LOT LINE ADJUSTMENT APPLICATION



A Lot Line Adjustment is the realignment of existing lot lines between two or more parcels where **no additional parcels are created**. Application for a Lot Line Adjustment should be submitted to the Planning Department and shall include:

Cost for the Lot Line Adjustment is \$828.00; with Williamson Act Contracts is \$1,030.00.

The applicant shall pay the required application fee. Fees are accepted by check or cash, and made payable to "Tehama County Planning Department". This application fee does **not** include any fees which may be charged by the County Surveyor for review of this project. Any fees incurred will be **billed by the County Surveyor to the Applicant(s) and paid directly to the County Surveyor's Office.**

- The **application form** shall be properly filled out. All parties having any record title interest in the real property proposed to be adjusted shall sign before a Notary with acknowledgement by all parties. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized agents to sign the application on behalf of the corporation.

- A **Tentative Exhibit Map** showing existing property lines, proposed property lines, all existing structures, existing improvements such as wells, septic tanks, leach fields and their respective setbacks from proposed property lines and dimensions of property to be exchanged.

A **Certificate from the Tehama County Department of Environmental Health** verifying the location of

- all wells, septic tanks, and leach fields on the parcels involved in the Lot Line Adjustment shall be submitted with the application.

Chain of Title, Preliminary Title Report and Copies of Current Deeds showing ownership and

- how the title is held by the applicants. All reports should be dated within (30) days of application submittal.

A **Redemption Officer's Certificate from the Tehama County Treasurer-Tax Collector** verifying

- that **all** taxes have been paid on **all** Assessor Parcel Numbers involved in the Lot Line Adjustment. Taxes due may include a pre-payment of the upcoming years taxes. This is due at the time of your submittal with the application.

AFTER CONDITIONAL APPROVAL BY PLANNING OR BOARD OF SUPERVISORS:

- Legal descriptions** and an exhibit map showing all existing property lines and adjusted property lines shall be prepared, signed and “wet stamped” by a licensed land surveyor or civil engineer. (***Please include contact phone number and address of Surveyor/Engineer.***)

- Cost for Recording the Lot Line Adjustment.** The recording fee is calculated based on the number of pages to be recorded and will require a separate check payable to the Tehama County Recorder’s Office. Once the Lot Line Adjustment is completed, we will notify you of the amount needed to record the document.

In most cases, the Lot Line Adjustment can be approved by County staff and compliance with building setbacks, location of wells, septic tanks, leach fields, property descriptions and zoning requirements will be verified with the appropriate agency. **A Lot Line Adjustment that involves Williamson Act Contracted Lands will require a copy of the actual Contract to accompany this application. And must be approved by the Tehama County Board of Supervisors.**

The applicant(s) involved in this Lot Line Adjustment will be required to record new deeds/conveyances reflecting the new property descriptions. The Lot Line Adjustment will be recorded after proof that the Deeds/Conveyances have been recorded.

PLEASE PRINT LEGIBLY:

Applicant #2: _____ **A.P.N #** _____

Address/City/Zip Code: _____

Phone Number: _____ **Cell Number:** _____

E-mail Address: _____

SIGN BELOW BEFORE A NOTARY

We, the above applicants, propose to adjust the common lot line between our two parcels in conformance with the attached plot plan submitted as part of the application. We understand that a Lot Line Adjustment cannot create any additional parcels and that it is our responsibility to notify all other parties that may have a possessory interest in the property that will be affected by this Boundary Line Adjustment. We also understand that the necessary legal documents must be prepared and recorded **prior to** the Planning Department recording the Lot Lined Adjustment. Our signatures below certify that we are the legal owners of the subject properties and understand our responsibilities as stated above.

Applicant #2: _____
(Signature of Applicant #2)

Date: _____

(Signature of Applicant #2)

Date: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the document.

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COUNTY OF TEHAMA

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On _____, before me _____ Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be person(s) whose name(s) is/ are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under **PENALTY OF PERJURY** under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

(SEAL)

Signature: _____

LLA# _____

