



LOT LINE ADJUSTMENT/MERGER PROCESS
DEPARTMENT OF PLANNING AND BUILDING SERVICES
707 Nevada Street, Suite Susanville, CA 96130-3912
(530) 251-8269 Fax (530) 251-8373
www.co.lassen.ca.us

A Lot Line Adjustment is defined by Lassen County Ordinance Number 475 as “a minor shift or rotation of an existing lot line or other adjustments where a greater number of parcels than originally existed is not created, as approved by the Technical Advisory Committee.” In accordance with Section 66412 (d) of the Subdivision Map Act, a lot line adjustment can involve no more than four existing parcels.

A Merger is an adjustment made to an existing lot line between contiguous parcels under one ownership where a lesser number of parcels than originally existed is created. In this context the adjustment is the removal of the lot line that forms the contiguity between the parcels under the same ownership.

Applicants will be required to demonstrate all parcels involved in the Lot Line Adjustment/Merger were created in compliance with the Subdivision Map Act and local ordinances.

APPLICATION

Lot Line Adjustment/Merger applications are available from the Lassen County Planning and Building Services Department. The application must be completed and returned to the Lassen County Planning and Building Services Department along with a filing fee of \$175.00 and seven copies of a map prepared by the property owner(s) or designated agent. The map must be clearly drawn on one sheet of paper at least 8 ½” x 11” in size, and must contain the following information (see attached example):

- A. Boundary lines and dimensions of parcels before lot line adjustment/merger.
- B. Proposed property lines, indicated with dashed lines, with dimensions of each parcel.
- C. All existing structures together with their dimensions, distances between structures, and approximate distance from existing and proposed boundary lines.
- D. The approximate area (acres or square feet) of the original and adjusted/merged parcels.
- E. Names, locations, and widths of all existing streets or road easements known to the owner to be located on or near the property. Please reference the book and page of recordation.
- F. Approximate location and dimensions of all existing easements, wells, septic systems/sewer lines, or other underground structures.
- G. Approximate location and dimensions of all easements for utilities and drainage.
- H. Approximate location of all creeks and drainage channels and general indication of slope of the land.
- I. North arrow and scale of drawing.
- J. Vicinity map.
- K. The names of all current owners of each parcel.

The application should also include information demonstrating the parcels involved were created in compliance with the Subdivision Map Act and local ordinances. This information can include any of the following items:

- A. A legal description of the parcels describing them as a parcel or lot from a recorded Parcel Map or Subdivision Map.
- B. A Certificate of Compliance for the parcels.
- C. A Chain of Title for the parcels.
- D. Information that a permit for development or construction has been issued by a local government agency.

The application must be signed by all owners of the parcels involved in the Lot Line Adjustment/Merger.

Failure to provide all required information will result in the application being returned as incomplete.

TAC

The application is reviewed by the Lassen County Technical Advisory Committee (TAC), which consists of representatives from the Lassen County Planning and Building Services Department, County Surveyor's Office, Public Works Department, Assessor's Office, Environmental Health Department, and Fire Warden's Office. TAC meeting dates and application deadlines are available from Lassen County Planning and Building Services Department staff. The TAC will determine whether the project constitutes a Lot Line Adjustment/Merger, and will approve, conditionally approve, or disapprove the application. A conditional approval of an application for a Lot Line Adjustment/Merger may include the following conditions:

- A. That a Current Title Report for the parcels involved in the Lot Line Adjustment/Merger be submitted with the Certificate of Lot Line Adjustment Merger.
- B. Deeds transferring the property involved in the Lot Line Adjustment between the owners of the parcels involved if two or more of the parcels have different owners. These deeds will be recorded concurrently with the Certificate of Lot Line Adjustment/Merger.
- C. If there are any Deeds of Trust encumbering the parcels involved in the Lot Line Adjustment, the legal descriptions for the Deeds of Trust must be modified to reflect the changes requested in the boundary lines of parcels involved in the Lot Line Adjustment or Merger and will be recorded concurrently with the Certificate of Lot Line Adjustment/Merger.
- D. Payment of all current and/or delinquent taxes.

Additional conditions may be added by the Technical Advisory Committee in their conditional approval of an application for a Lot Line Adjustment or Merger.

APPEALS

Any person dissatisfied with the TAC's approval, conditional approval, or disapproval of a Lot Line Adjustment or Merger Application may submit an appeal to the Lassen County Planning Commission. Appeals must be made in writing and submitted to the Planning Commission through the Lassen County Planning and Building Services Department within fifteen (15) days of the TAC's action, together with a filing fee of \$159.00.

RECORDING

A Certificate of Lot Line Adjustment or Certificate of Merger must be prepared by a California Licensed Land Surveyor or a California Registered Civil Engineer, who is authorized to practice land surveying pursuant to Section 8731 of the Business and Professions Code of the State of California, be properly executed by the owners of the parcels involved in the Lot Line Adjustment or Merger, and be submitted to the County Surveyor for review, approval and recording. A \$150.00 review fee must be submitted to the County Surveyor at the time the Certificate is submitted for checking. The applicant will be responsible for any additional fees required to record the Certificate of Lot Line Adjustment or Certificate of Merger and related documents. The Certificate of Lot Line Adjustment or Certificate of Merger, with the related documents, must be recorded within twenty four (24) months of the date of approval or conditional approval of the Lot Line Adjustment/Merger by the TAC or the Lot Line Adjustment shall be null and void. A one-time extension of six (6) months may be granted by the County Surveyor upon good cause shown by the applicant. The Certificate of Lot Line Adjustment or Certificate of Merger must adequately describe all newly created property boundaries. A Microsoft Word template of the Certificate of Lot Line Adjustment or Certificate of Merger can be obtained from the Lassen County Planning and Building Services Department.

Applicants must provide all information required in the conditional approval of the Lot Line Adjustment or Merger and must demonstrate that all conditions of the conditional approval have been met before the Certificate of Lot Line Adjustment or Certificate of Merger can be recorded.

A Record of Survey may be required to be prepared, reviewed, approved and recorded for a Lot Line Adjustment in accordance with Section 8762 of the Business and Professions Code of the State of California.

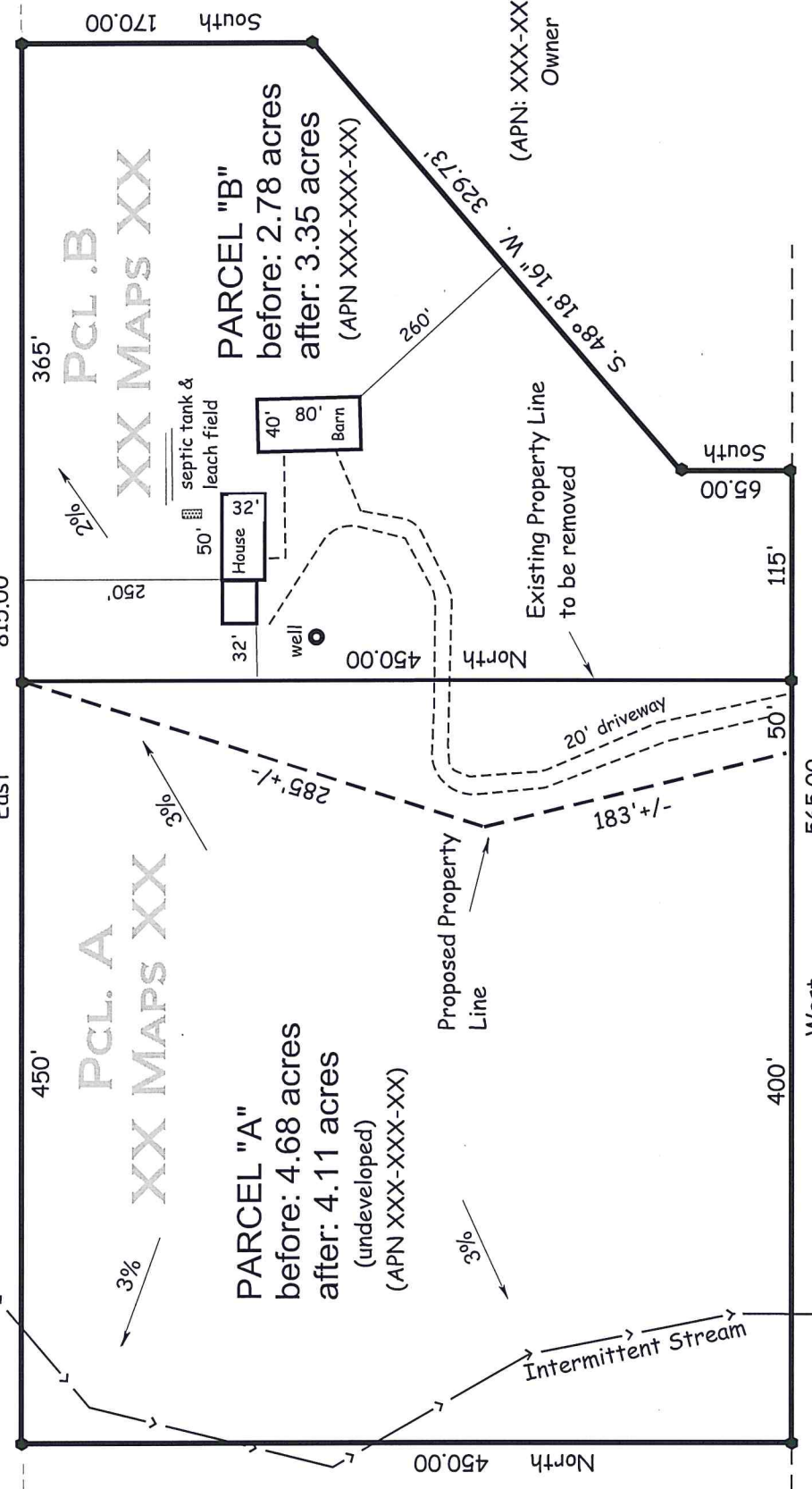
TENTATIVE LOT LINE ADJUSTMENT EXAMPLE PLAT

APPLICANT(S): _____
 A.P.N. NO.(S): _____
 ZONING: _____
 LOCATION: T. _____ N., R. _____ E., SEC. _____

(APN: XXX-XXX-XX)
Owner

(APN: XXX-XXX-XX)
Owner

(APN: XXX-XXX-XX)
Owner

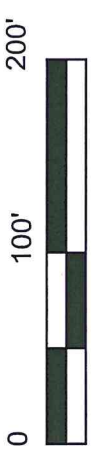


LEGEND

- Fnd. Iron Pipe per (XX-Maps-XX)

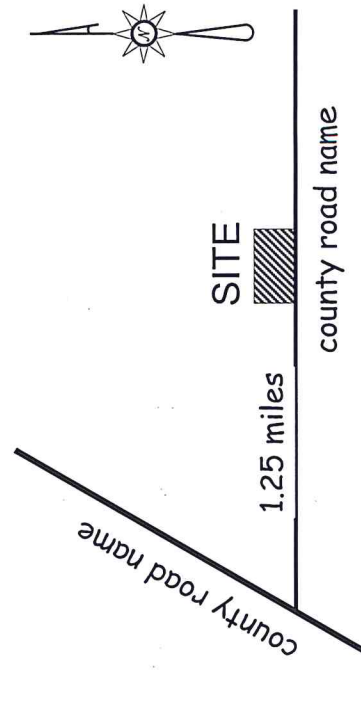
TENTATIVE LOT LINE ADJUSTMENT NO. _____
FOR _____

NAME OF APPLICANT(S)
 (LOCATION)



These parcels were created in compliance with the Subdivision
 Map Act and Local Ordinance and were created by (enter Parcel
 Map No. or Record Instrument creating the parcels).

SURVEYING/ENGINEERING COMPANY
 ADDRESS-PHONE NUMBER





LOT LINE/MERGER APPLICATION

FILING FEE: \$175
 DEPARTMENT OF PLANNING AND BUILDING SERVICES
 707 Nevada Street, Suite 5 · Susanville, CA 96130-3912
 (530) 251-8269 · (530) 251-8373 (fax)
 www.co.lassen.ca.us

Form must be typed or printed clearly in black or blue ink. All sections must be completed in full.

This application consists of one page; only attach additional sheets if necessary.

FILE NO. _____

Property Owner/s	Property Owner/s
Name:	Name:
Mailing Address:	Mailing Address:
City, ST, Zip:	City, ST, Zip:
Telephone: Fax:	Telephone: Fax:
Email:	Email:

Applicant/Authorized Representative*	Agent (Land Surveyor/Engineer/Consultant)
Same as above: <input type="checkbox"/>	Correspondence also sent to: <input type="checkbox"/>
Name:	Name:
Mailing Address:	Mailing Address:
City, ST, Zip:	City, ST, Zip:
Telephone: Fax:	Telephone: Fax:
Email:	Email: License #:

Project Address or Specific Location:			
Deed Reference: Book:	Page:	Year:	Doc#:
Zoning:		General Plan Designation:	
Parcel Size (acreage):		Section:	Township: Range:

Assessor's Parcel Number(s):	- -	- -	- -
- -	- -	- -	- -

Parcel	Size before adjustment (sq. ft. or acres)	Size after adjustment (sq. ft. or acres)
A		
B		
C		
D		

SIGNATURE OF PROPERTY OWNER(S): I HEREBY ACKNOWLEDGE THAT: I have read this application and state that the information given is both true and correct to the best of my knowledge. I agree to comply with all County ordinances and State laws concerning this application.	*SIGNATURE OF APPLICANT/AUTHORIZED REPRESENTATIVE (Representative may sign application on behalf of the property owner only if Letter of Authorization from the owner/s is provided).
Date:	Date:
Date:	Date:

See associated process form for required attachments and instructions.