



City of Biggs  
 Planning Department  
 3016 Sixth Street  
 P.O. Box 1134  
 Biggs, CA 95917

# Application for: Lot Line Adjustment

## Property Owner (Granting)

 Check box if also the applicant

Name:		Phone:	
Address:		Fax:	
Assessor's Parcel Numbers of Involved Property(ies):			
Site Address of Involved Property(ies):			
Acreage of Existing Parcel(s):		Proposed Acreage(s) After Modification:	
Zoning:		General Plan Designation:	
Existing Land Uses:			

## Property Owner (Receiving)

 Check box if also the applicant

Name:		Phone:	
Address:		Fax:	
Assessor's Parcel Numbers of Involved Property(ies):			
Site Address of Involved Property(ies):			
Acreage of Existing Parcel(s):		Proposed Acreage(s) After Modification:	
Zoning:		General Plan Designation:	
Existing Land Uses:			

## Applicant (If not one of the property owners listed above.)

Name:		Phone:	
Address:			
Project Engineer:		Firm Name:	
Address:			
Phone:		Fax:	License Number:
Reason for Lot Line Adjustment:			
Related Applications:			

I hereby certify that I am the owner of record of the property described below, or have authorization to act in behalf of the owner (note attached), and that I approve of the action requested herein.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use Only

Submittal Information Application received by: _____ Date: _____		Planning Commission Action: Approved ____ Denied ____ Date _____ Vote _____	
Fees: Receipt No. _____ Application Fee \$ _____ Environmental Review \$ _____ Total Fee \$ _____		City Council Action: Approved ____ Denied ____ Date _____ Vote _____ Resolution No. _____	

See back and attachments for additional information.

## Requirements For A Complete Lot Line Adjustment Application

The following items are **required** for a complete application:

- Completed and Signed Application Form (Note: If the applicant is not the owner, a letter from the owner authorizing the applicant to act as their representative must be submitted)
- Copies of recorded documents showing current ownership of affected properties.
- One 8 1/2" X 11" location map depicting the location of the properties, adjacent parcels and area streets
- One original 8 1/2" X 11" reproducible preliminary lot line adjustment plat and attachments, depicting the proposed modification clearly and legibly with accurate dimensions, including all information outlined in attachment "A".
- Application and Environmental Fees

### Time Limits

The total time for processing a complete lot line adjustment application is usually 30 days. However, pursuant to California Government Code Sections 65943 and 65950, the City has 30 days from the date of submittal to determine if an application is complete; and six months from the date of complete application to take final action in those cases when an environmental impact report is not required.

### 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.

### Note

By signing the front of this application form, the applicant is indicating that the project site 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.



## Attachment "A"

### REQUIRED FORM AND CONTENT OF A LOT LINE ADJUSTMENT PRELIMINARY PLAT

This checklist is a processing aid to assure compliance with the requirements of the Subdivision Map Act and applicable Biggs Ordinances. An additional object of this review is to ensure that the application contains sufficient information to allow City staff and any reviewing body to render an accurately informed recommendation or approval.

#### Preliminary Plat Requirements

The preliminary plat shall contain the following information:

1. Existing lot lines;
2. Proposed lot lines;
3. Existing structures and their distance to any existing or proposed property line;
4. Existing and proposed off-street parking;
5. The location of all existing wells, sumps, and septic tanks; and an indication of any physical restrictions or conditions which affect the use of the property;
6. The locations, widths, and purposes of all existing and proposed easements for utilities, drainage and other purposes.

#### Monuments Required

The requirements for setting monuments for lot line adjustments shall be the same as that for a parcel map as set forth in the Subdivision Map Act. The City Engineer may waive any or all requirements for the setting of monuments for lot line adjustments when it is demonstrated that sufficient monuments exist or setting monuments will serve no practical purpose. A request for waiver shall be in writing setting forth the circumstances of the particular case and submitted at the time the application for a lot line adjustment is filed.