

City of Reedley

Community Development Department
1733 Ninth Street
Reedley, CA 93654
(559) 637-4200
<http://www.reedley.com>

Lot Line Adjustment/Voluntary Parcel Merger Checklist

The following items, in addition to this signed checklist, must be submitted in order to process your application. If your plans are not legible, or do not contain the required information listed below, your application will not be accepted as complete for processing and/or may extend the length of time needed to review this project. If you have any questions, please call the Community Development Department at (559) 637-4200. Ext. 222 or contact Ellen Moore via e-mail at ellen.moore@reedley.ca.gov.

A. SUBMITTAL CHECKLIST

- Completed and signed Master Application Form
- Electronic Preliminary Title Report(s) for each parcel issued within 60 days of the submittal date of the application (in PDF format on a CD or can be e-mailed to ellen.moore@reedley.ca.gov)
- Copy of the Grant Deed for each parcel comprising the LLA or VPM
- Three (3) copies of an 18" x 26" Diagram or map delineating existing parcels, adjusted parcels, existing/proposed buildings, existing/proposed easements (see Section B for requirements)
- Legal description (metes and bounds) for the existing parcels and adjusted parcel(s) prepared and sealed by a Licensed Land Surveyor. (See samples Exhibit "A" and "A-1")
- 8.5" x 11" Diagram or map delineating the existing parcels and adjusted parcels prepared and sealed by a licensed Land Surveyor. (See sample Exhibit "B-1") (see Section C for requirements)
- Filing fee = Actual cost, \$800.00 deposit required with submittal of an application

B. FORM AND CONTENT OF 18" x 26" DIAGRAM OR MAP (Per RMC 11-7-3)

The lot line adjustment diagram or map shall be legibly drawn on an eighteen inch by twenty six inch (18" x 26") sheet. There shall be a one inch (1") margin completely around the drawing. The scale of the drawing shall be large enough to show all details clearly. All lettering shall be one-eighth inch (1/8") minimum or typed of legible size.

The following information shall be shown and provided:

- A. Name and address of all record owners of the lots involved or of any interest therein, all holders of any security interests in any of such lots, and the record owners of all lots or parcels immediately adjacent to such lots.
- B. North arrow and scale of drawing.
- C. The existing and proposed lot and boundary lines of each lot involved.
 - 1. Adjusted parcels shall be fully dimensioned and delineated in a manner readily distinguishable from the existing lines of record.
 - 2. Identify existing parcels on the drawings with consecutive numerical designations and to the corresponding recorded Grant Deed; all existing parcel areas shall be noted.
 - 3. Identify adjusted parcels on the drawings with consecutive alphabetic designations and to the corresponding adjusted parcel legal description; each adjusted parcel areas shall be noted.
- D. The area of each lot before and after the lot line adjustment.
- E. Delineate all existing structures, wells, septic tanks and leach fields within fifty feet (50') of all existing and proposed lot and boundary lines. Identify all buildings and structures to remain and to be removed/relocated. Add a note on the map if a parcel has no buildings or structures.
- F. All existing and proposed public and private easements.
- G. All existing and, if applicable, proposed zone district designations.
- H. Additional information may be required to ensure compliance with the Subdivision Map Act.

C. FORM AND CONTENT OF 8.5" x 11" DIAGRAM OR MAP (To Be Recorded)

The following information shall be shown and provided:

- I. Name and address of all record owners of the lots involved or of any interest therein, all holders of any security interests in any of such lots, and the record owners of all lots or parcels immediately adjacent to such lots.
- J. North arrow and scale of drawing.
- K. The existing and proposed lot and boundary lines of each lot involved.
 - 4. Adjusted parcels shall be fully dimensioned and delineated in a manner readily distinguishable from the existing lines of record.
 - 5. Identify existing parcels on the drawings with consecutive numerical designations and to the corresponding recorded Grant Deed; all existing parcels areas shall be noted.
 - 6. Identify adjusted parcels on the drawings with consecutive alphabetic designations and to the corresponding adjusted parcel legal description; each adjusted parcel areas shall be noted.
- L. The area of each lot before and after the lot line adjustment.
- M. All existing and proposed public and private easements.
- N. All existing and, if applicable, proposed zone district designations.
- O. Additional information may be required to ensure compliance with the Subdivision Map Act.

I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review this project.

Applicant's Signature

Date

EXHIBIT "A"

EXISTING LEGAL DESCRIPTIONS

(Existing Parcel 1 and 2, Lot Line Adjustment 201_-___)

THE LAND DESCRIBED HEREIN IS SITUATED IN THE STATE OF CALIFORNIA, COUNTY OF FRESNO, CITY OF REEDLEY, AND IS DESCRIBED AS FOLLOWS:

PARCEL 1:

APN: ___-___-__

PARCEL 2:

APN: ___-___-__

Prepared By:

Land Surveyor

Date

P.L.S. _____

Lic. Exp. __/__/____

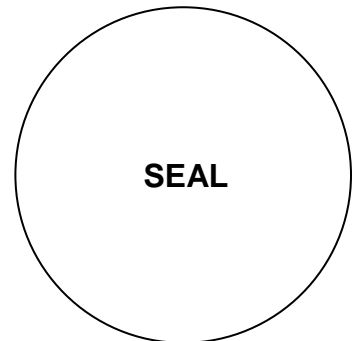


EXHIBIT "A-1"

LEGAL DESCRIPTION

ADJUSTED PARCEL A

Lot Line Adjustment 201_ - ____

THE LAND DESCRIBED HEREIN IS SITUATED IN THE STATE OF CALIFORNIA, COUNTY OF FRESNO, CITY OF REEDLEY, AND IS DESCRIBED AS FOLLOWS:

ADJUSTED PARCEL A:

APN: ____ - ____ - ____

Prepared By:

Land Surveyor

Date

P.L.S. _____

Lic. Exp. __/__/____

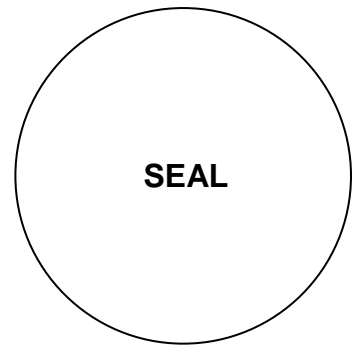


EXHIBIT "A-1"

LEGAL DESCRIPTION

ADJUSTED PARCEL B

Lot Line Adjustment 201_ - ____

THE LAND DESCRIBED HEREIN IS SITUATED IN THE STATE OF CALIFORNIA, COUNTY OF FRESNO, CITY OF REEDLEY, AND IS DESCRIBED AS FOLLOWS:

ADJUSTED PARCEL B:

APN: ____ - ____ - ____

Prepared By:

Land Surveyor
P.L.S. _____
Lic. Exp. __/__/____

Date

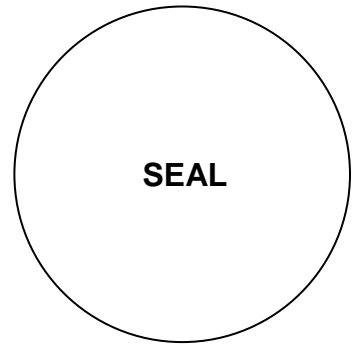


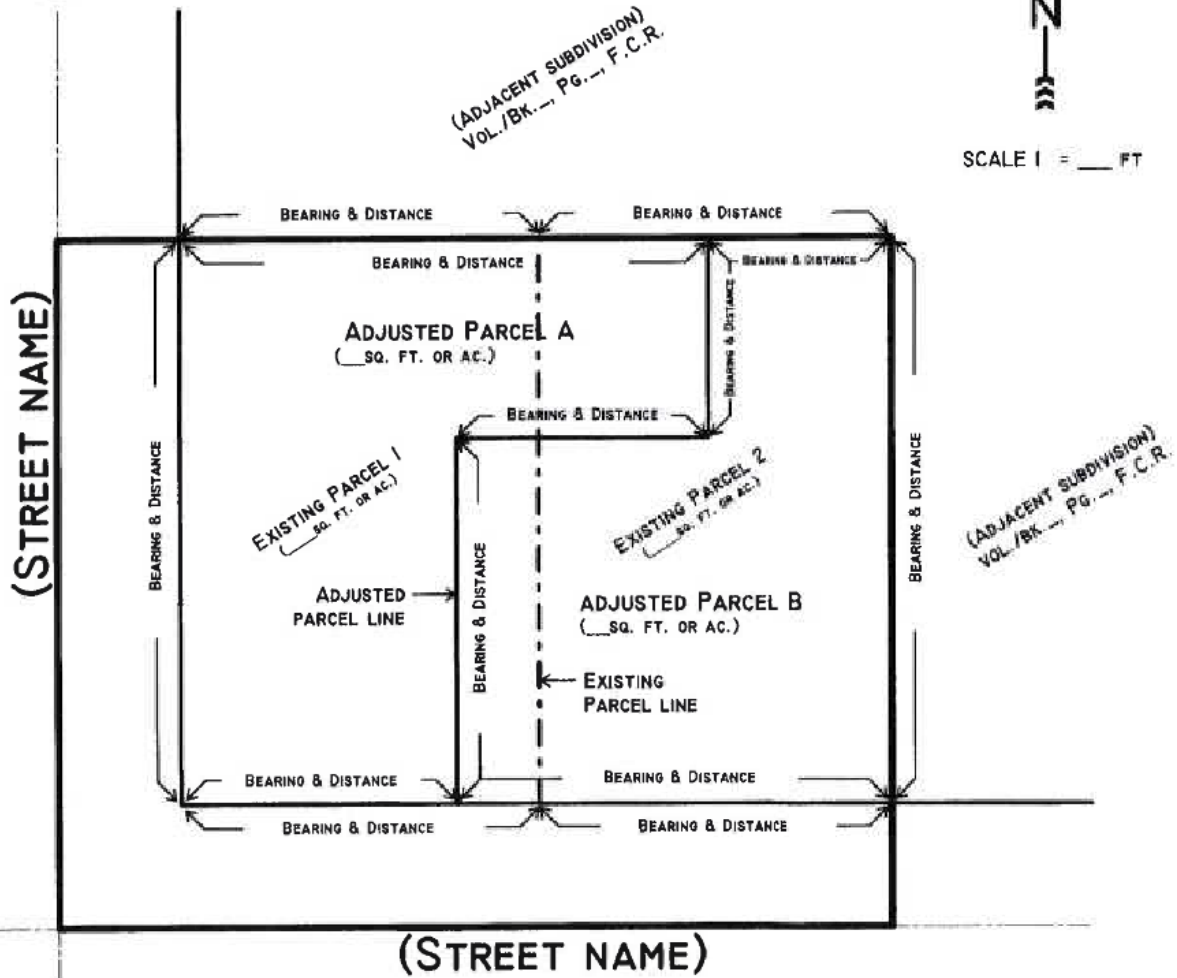
EXHIBIT "B-1"

LOT LINE ADJUSTMENT No. 20 _____ *

(* NUMBER TO BE ASSIGNED BY CITY STAFF AT TIME OF SUBMITTAL)



SCALE 1" = _____ FT



NOTES

RECORD OR CALCULATED BEARING AND DISTANCES PER GRANT DEED(S) RECORDED ON _____

DOCUMENT NO. _____

LEGEND

- SUBJECT PROPERTY BOUNDARY (INCLUDING UNDERLYING FEE TITLE)
- EXISTING PARCEL LINE
- ADJUSTED PARCEL LINE
- EXISTING EASEMENTS