



CITY OF LODI
COMMUNITY DEVELOPMENT DEPARTMENT
 P.O. Box 3006
 221 West Pine Street
 Lodi, California 95241-1910
 (209) 333-6711

LOT LINE ADJUSTMENT / LOT MERGER APPLICATION

GENERAL INFORMATION REQUIRED (Print or Type)

Applicant's Name	Phone	(Staff Use Only) File Number: Related Files:
Address		
Location of Project (Address)		
Legal Description of Project Location (Assessor's Parcel No.)		
Legal Owner's Name (as listed in the San Joaquin County Assessor's records)		Phone
Address		

Project Description

Detailed Description of Proposed Project (Attach Additional Sheets if Necessary)

INCOMPLETE APPLICATIONS

The completeness of this application, which includes accompanying plans, shall be subject to the review of the Community Development Department. The Community Development Director, pending completion of the plan review process, shall consider application for this Use Permit incomplete. In accordance with State Planning Law Section 65943, the City has 30-days to review your application to insure that your application is complete.

Owner Certification

I certify that I am presently the legal owner of the above described property. Further, I acknowledge the filing of this application and certify that all of the above information is true and accurate. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form).

Date	Signature
Print Name and Title	

Staff use only:
Date Time Received

Received By

Project/Receipt No.

CITY OF LODI

Community Development Department
221 W. Pine St. Lodi, CA 95240 Phone: (209) 333-6711

ENVIRONMENTAL ASSESSMENT

File Number: _____

The Environmental Assessment form must be completed by the applicant before the project can be accepted for processing.

1. PROJECT TITLE: _____

2. PROJECT LOCATION: Assessor Parcel Number: _____
Street Address: _____
Lot Number: _____

3. NAME OF PROPERTY OWNER: _____

4. ADDRESS OF PROPERTY OWNER: _____

5. NAME OF APPLICANT: _____

6. ADDRESS OF APPLICANT: _____
PHONE NUMBER: _____

7. CONTACT PERSON(S): Name _____
Address _____

8. TYPE OF APPLICATION:

(Check appropriate box(es))

- General Plan Amendment
- Annexation
- Rezoning
- Subdivision Map
- Parcel Map
- Use Permit
- Variance

9. TYPE OF DEVELOPMENT:

- Residential: No. of Lots _____
No. of Units _____
No. of Acres _____
- OFFICE: Sq. ft. of Bldg. _____
Acres _____
Approx. No. of employees _____
- SHOPPING/
COMMERCIAL: Sq. ft. of Bldg. _____
Acres _____
Approx. No. of employees _____
- INDUSTRIAL: Sq. ft. of Bldg. _____
Acres _____
Approx. No. of employees _____

10. PROJECT DESCRIPTION:

11. SIGNATURE OF APPLICANT: _____ DATE: _____

(For Staff Use Only)

The project:

_____Is Ministerial
_____Is Categorically Exempt
_____Requires an Initial Study

GENERAL PROVISIONS

The Subdivision Map Act has provisions allowing adjustments of property lines between contiguous parcels to be made without the necessity of filing a parcel or final map. To utilize this procedure, the following criteria must be met:

1. All property owners of affected parcels must consent to the Lot Line Adjustment.
2. The adjustment may not create a greater number of parcels than existed originally.
3. The adjustment must involve contiguous lots.
4. The adjustment may not reduce the size of any parcel to less than minimum development requirements as set by the City regulations.

APPLICANT

1. All submittals and fees shall be made to the Community Development Department.
2. A representative reviews the submittal for the required information and completeness.
3. The applicant will be notified after the Lot Line Adjustment/Merger submittal has been checked. The applicant shall cause corrections and revisions to be made, and resubmit the application for verification. If no further corrections are required, the original may be submitted for approval.

SUBMITTAL REQUIREMENTS

Prior to submittal of an application and Lot Line Adjustment/Merger, the applicant shall contact the Community Development Planning Division to verify that the adjustment will not violate any City requirements. The following items must be included in the original submittal package.

1. The actual legal description of the property being transferred which will be used on the deeds transferring the property, including a statement that the transferred territory will be joined with a specific parcel and will not become a separate parcel. *Section 8761 of the Professional Land Surveyors Act* requires that all descriptions shall be stamped and signed by a licensed land surveyor or registered civil engineer. *Section 6731 of the Professional Engineers Act* states that civil engineers registered prior to January 1, 1982 shall be authorized to practice all land surveying.
2. The original application completed and signed by the owner(s) and Lot Line Adjustment fee.
3. Date, north arrow and scale of drawing.
4. Existing parcel lines (broken and thin) with dimensions.
5. Adjusted parcel lines (solid and bold) with dimensions.
6. Locations, dimensions, distance to adjusted lines, number of stories or height, of all existing surfaces and underground structures.
7. A separate map showing structures, walls, fences and trees located adjacent to the adjusted lot line(s), sufficient to determine the location of these facilities with respect to the new lot line(s). Structures adjacent to the adjusted lot line(s) must be shown so that setback requirements can be verified.
8. Name, widths, location of existing or proposed, abutting or transversing streets, easements, or right-of-ways.
9. Number of each parcel corresponding to the description and include the Assessor's Parcel Number (APN) below the parcel number.
10. Area of each parcel after the adjustments.
11. Location with dimensions to adjusted lines of existing wastewater disposal systems and all wells.
12. Ten (10) sets of plans that incorporate all above detailed information must be submitted. All plans shall be drawn on uniform size sheets no greater than 30" x 42" and must be drawn to an engineering scale not to exceed 1" = 40', with the north arrow oriented towards the top of the sheet if possible. Plans must also be submitted on DISK (.pdf format).
13. Two (2) copies of the title reports for all parcels current within 6 months.
14. Two (2) copies of the Grant Deeds for all the owners.
15. Two (2) copies of all referenced maps, documents and/or deeds used to prepare the plat and legal description.
16. Two (2) copies of closure/area calculations to verify all descriptions. Indicate degree of accuracy.
17. Any other information deemed reasonable and necessary by the City Engineer or Community Development Director.

BOUNDARY LINE ADJUSTMENT APPLICATION GUIDE

1. WHAT IS A BOUNDARY LINE ADJUSTMENT?

A Boundary Line Adjustment is a minor moving of a lot line(s) between two or more parcels.

2. WHO NEEDS A BOUNDARY LINE ADJUSTMENT?

A Boundary Line Adjustment is recommended to increase or decrease existing parcels as long as the parcel size meets the zoning requirements. Boundary Line Adjustments are used to correct minor trespasses (i.e., building a garage over the line) or to add acreage to a parcel for the owner's convenience.

3. HOW DO I OBTAIN A BOUNDARY LINE ADJUSTMENT?

The City of Lodi Planning Division will provide you with the application and zoning information. The application must be completed by the owner or owner's authorized agent. Lot Line Adjustment/Lot Merger applications are reviewed by the Planning Division and other City departments prior to action by the Community Development Director or, if appealed, action by the Planning Commission.

4. WHAT KIND OF INFORMATION MUST I PROVIDE ON THE APPLICATION FORMS?

A detailed plot plan must be submitted showing accurate existing and proposed lot dimensions, access points to all parcels and easements and approximate locations of existing and proposed improvements (i.e., buildings), slopes, streams, ponds, wells, septic tank systems, flood prone areas and a sketch showing the general location of the project in the neighborhood. Other information required includes the names and addresses of landowner and representative, Assessor parcel number, zoning, Preliminary Title Report showing record title interest, photographs and notarized property owner(s) signature. All plans shall be drawn on uniform size sheets no greater than 30" x 42" and must be drawn to an engineering scale not to exceed 1" = 40', with the north arrow oriented towards the top of the sheet if possible.

5. HOW LONG WILL THIS TAKE?

The Boundary Line Adjustment will take 30-45 days depending upon when the application is accepted by the Community Development Department. This precludes an appeal period between approval and final recording.

6. WHO REVIEWS AND WHO APPROVES THIS APPLICATION?

The Planning Department coordinates its review with the Public Works Department, Electrical and Utility Department, Fire Department and Building Department, plus any other agency who may be affected including any applicable Property Owners Association/Homeowners Association. The Planning Director makes the decision on the application. This decision can be appealed to the Planning Commission.

7. WHEN WILL MY BOUNDARY LINE ADJUSTMENT BE COMPLETED?

The Boundary Line Adjustment is complete when a notice and legal descriptions of the new parcels are recorded by the local title company designated by the applicant. You must provide property descriptions of the parcels as they are to exist to the Planning Department. The Department will transmit those approved descriptions and appropriate instructions necessary for completion of the Boundary Line Adjustment to the Title company you have indicated. Any action to record must be after the 10 day appeal period has passed. When all requirements are met, the Title Company will proceed with recording thereby completing the Boundary Line Adjustment.



FEE SCHEDULE

CITY OF LODI, COMMUNITY DEVELOPMENT DEPARTMENT, 221 W. PINE ST., LODI, CA 95240
PHONE: (209) 333-6711 FAX: (209) 333-6842

PLANNING:	FEE
ADMINISTRATIVE DEVIATION.....	\$350 + HOURLY
ANNEXATION.....	\$4,000 + HOURLY
APPEALS.....	\$300
DEVELOPMENT PLAN REVIEW.....	\$2,500 + HOURLY
ENVIRONMENTAL IMPACT REPORT.....	HOURLY
GENERAL PLAN AMENDMENT.....	\$3,000 + HOURLY
HOME OCCUPATION.....	\$100
LANDSCAPE REVIEW.....	\$175 + HOURLY
LIVE ENTERTAINMENT PERMIT.....	\$200
LOT LINE ADJUSTMENT.....	\$650 + HOURLY
MITIGATION MONITORING.....	\$HOURLY
NEGATIVE DECLARATION.....	\$900 + HOURLY
TENTATIVE PARCEL MAP.....	\$2,500 + HOURLY
NON-RESIDENTIAL CONDOMINIUM CONVERSIONS.....	\$2,000 + HOURLY
PRELIMINARY ENVIRONMENTAL ASSESSMENT.....	\$250 + HOURLY
REZONE.....	\$2,000 + HOURLY
SITE PLAN AND ARCHITECTURAL REVIEW (SPARC).....	\$1,875 + HOURLY
TENTATIVE SUBDIVISION MAP.....	\$4,600 + HOURLY
USE PERMIT.....	\$2,000 + HOURLY
VARIANCE.....	\$1,000 + HOURLY
PRE-DEVELOPMENT REVIEW.....	\$250
DOCUMENT IMAGING.....	\$50/APPLICATION
STAFF CONSULTATION (INCLUDING LETTERS).....	HOURLY

THE APPLICATION FEES LISTED ABOVE ARE REFUNDABLE UNDER THE FOLLOWING CIRCUMSTANCES:

- WITHIN 30-DAYS OF APPLICATION – 75% REFUND.
- AFTER PROJECT ACCEPTANCE AND CIRCULATION FOR REVIEW – 50% REFUND.
- AFTER FORMULATION OF STAFF RECOMMENDATION TO PLANNING COMMISSION AND/OR CITY COUNCIL, OR 90 DAYS, WHICHEVER COMES FIRST – NO REFUND.

Staff Requests for information, corrections, or amendments must be submitted within 30-days. If a project is inactive beyond 30-days, the application will be returned and a refund processed.

BUILDING: SEE "BUILDING FEES COLLECTED AT PERMIT ISSUANCE"

PUBLIC WORKS ENGINEERING FEES & FIRE PLAN REVIEW FEES: SEE PAGE 2.

PUBLIC WORKS ENGINEERING FEES:

ANNEXATION**	\$693*
DEVELOPMENT PLAN**	\$1154 + \$15/LOT OVER 5 LOTS*
TENTATIVE SUBDIVISION MAP**	\$1154 1-5 LOTS + \$15/LOT OVER 5 LOTS*
TENTATIVE PARCEL MAP & NON-RESIDENTIAL CONDO CONVERSION	\$923*
SITE PLAN (SPARC)	\$462*

* These fees shall be adjusted annually by the inflation rate based on the prior calendar year as determined by the Consumer Price Index (Western Region, Urban, unadjusted). The rate of inflation (or deflation) is applied to the fees to determine the fees for the subsequent year. Said fee adjustments, if any, will be made automatically effective July 1 of each year.

** Based on single-family residential developments having 75 lots or less. Single family residential projects having more than 75 lots or multi-tenant commercial/industrial projects will be charged on a time and cost basis. The applicability of the standard fee shall be determined by the Public Works Director.

FIRE PLAN REVIEW FEES:

ANNEXATION	\$150.00 +
LAND USE (ABC, LIVE ENTERTAINMENT, REZONE)	\$150.00 +
LOT LINE ADJUSTMENTS	\$150.00 +
TENTATIVE SUBDIVISION MAP (1-4 LOTS)/(5-24 LOTS)/(25 OR MORE LOTS)...	\$150.00/300.00/450.00
TENTATIVE PARCEL MAP & NON-RESIDENTIAL CONDO CONVERSION	\$150.00 +
SITE PLAN (SPARC)	\$150.00 +
ZONING VARIANCE	\$150.00 +