

CITY OF WOODLAKE:

Lot Line Application Checklist

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask the planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted.

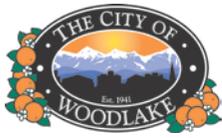
Processing of your application could be delayed if required information is missing, inaccurate, or incomplete.

Requirements for Application Completion:

1. Application Form: *Attached to this packet.*
2. Application Fee: \$500
3. Environmental Description Form: *Certain lot line adjustments are required to be reviewed for their potential impacts on the environment. A fee is required for this review. Staff will inform you if your project is subject to this review.*

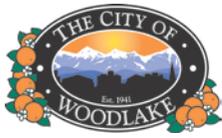
Information Required:

- Three copies of the proposed lot line adjustment drawn on sheets measuring 18 x 24 inches. The plan shall show the following information:
 - a. Identify all existing structures and improvements on the site.
 - b. Show both existing and proposed property lines.
 - c. Show existing street improvements.
- Deeds of existing properties which indicate existing property lines.
- Legal descriptions of proposed parcels, which should include closure calculations described by bearings and distances.
- A copy of the lot line adjustment map reduced to 8 ½ x 11 inches. The reduced copy needs to be suitable for recording. If the copy is illegible, the Tulare County Recorder's office will reject the lot line adjustment
- Copies of proposed deeds to be recorded simultaneously with the lot line adjustment



Lot Line Adjustment Process

1. When the applicant submits the required application materials, staff reviews the material to determine if it is complete.
2. When the map and legal description are determined to be correct, staff prepares a Lot Line Adjustment Resolution which is signed by the City Planner and the City Engineer.
3. Deputy City Clerk assembles the lot line adjustment, the legal descriptions, and reduced map and then arranges with the applicant to meet at the County Recorder's office to have the lot line adjustment and deeds recorded simultaneously.
4. When the deeds are recorded, the County requires the applicant to complete and sign a "preliminary Change of Ownership" form. This must be signed by the property owners. Often the inability to complete the form results in the lot line adjustment not being able to be recorded.
5. When the lot line adjustment and deeds are recorded, the process is complete.



Community Development Department

<u>Applicant</u> Name: _____ Address: _____ _____ Phone: _____	<u>Applicant No. 2 (if more than one applicant)</u> Name: _____ Address: _____ _____ Phone: _____
<u>Property Owner</u> (if different from applicant) Name: _____ Address: _____ _____ Phone: _____	<u>Agent</u> (engineer/surveyor) Name: _____ Address: _____ _____ Phone: _____

Project Address or legal description: _____
Assessor Parcel Number: _____
Existing use of project site:

What is the proposed General Plan designation and/or zoning?:

What is the proposed use(s) of the site:

What is the existing General Plan and zoning designation for the site:

How many acres are involved: _____

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

_____	_____	_____	_____
Owner/ Applicant	Date	Agent	Date
_____	_____	_____	_____
Print Name		Print Name	