



DATE FILED:



LOT LINE ADJUSTMENT APPLICATION FORM (Last Revised: 3/21/2021)

LOT LINE ADJUSTMENT APPLICATION NO. _____ - _____

SUMMARY INFORMATION FORM FOR LOT LINE ADJUSTMENT APPLICATIONS:

The purpose of this form is to provide information concerning the proposed Lot Line Adjustment to help determine whether it conforms with the provisions of *City of Avenal Land Division Ordinance*. **Only the owner or owner's authorized agent may submit an application. When filing is done by mail the signature must be notarized.** The following information is necessary to process the application properly and efficiently. Incomplete applications can not be accepted as complete and may delay processing the application until all of the required information is submitted. Please follow these directions and print or type the answers. If the information requested is not applicable to the proposal, write N/A In the space. Attachments may be used to better illustrate or explain the project.

PART A: CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

DATE SUBMITTED: _____, 20_____.

APPLICANT OR AGENT: _____; **Circle one:** Owner Agent
(Signature)

Print Name: _____

Mailing Address: _____, City: _____, St.:_, Zip Code: _____

Phone: (_____) _____ FAX: (_____) _____

Email (Required): _____

PART B: PROPERTY OWNER CERTIFICATION *(To be completed if the applicant is not the property owner)* I hereby certify under penalty of perjury that I am the owner of the property described in this application and that the applicant is authorized by me to make this lot line adjustment application for my property. **When filing is done by mail signatures must be notarized.**

PROPERTY OWNER (Parcel No. _____): _____; **DATE:** _____ 20_____;
(Signature)

Owner's Name (Parcel No. _____): _____

Mailing Address: _____, City: _____, St.: _____, Zip Code: _____

Phone: (_____) _____ FAX: (_____) _____

Email (Required): _____

PROPERTY OWNER (Parcel No. _____): _____; **DATE:** _____ 20_____;
(Signature)

Owner's Name (Parcel No. _____): _____

Mailing Address: _____, City: _____, St.: _____, Zip Code: _____

Phone: (_____) _____ FAX: (_____) _____

Email (Required): _____

PROPERTY OWNER (Parcel No. _____): _____; DATE: _____ 20____; _____
(Signature)

Owner's Name (Parcel No. _____): _____

Mailing Address: _____, City: _____, St.: _____, Zip Code: _____

Phone: (____) _____ FAX: (____) _____

Email (Required): _____

PROPERTY OWNER (Parcel No. _____): _____; DATE: _____ 20____; _____
(Signature)

Owner's Name (Parcel No. _____): _____

Mailing Address: _____, City: _____, St.: _____, Zip Code: _____

Phone: (____) _____ FAX: (____) _____

Email (Required): _____

Subscribed and certified by.

Received by: _____

Planning Department Representative

Receipt Number: _____

Date Received: _____

PART B: (Continued) CERTIFICATION BY ADDITIONAL PROPERTY OWNERS

All additional persons with an ownership interest must sign below:

I hereby certify under penalty of perjury that I am the owner of the property described in this application and that the applicant is authorized by me to make this zoning permit application for the proposed use on my property. Furthermore, I hereby certify that I understand that both on-site and off-site improvements may be required to make the zoning permit valid. **When filing is done by mail signatures must be notarized.**

PROPERTY OWNER (Parcel No. _____): _____; DATE: _____ 20____; _____
(Signature)

Property Owner's Name (if different from applicant): _____

Address: _____, City: _____, State: _____ Zip: _____

Phone No.: (____) _____; Cell Phone No.: (____) _____; FAX No.: (____) _____

Email (Required): _____

PROPERTY OWNER (Parcel No. _____): _____; DATE: _____ 20____; _____
(Signature)

Property Owner's Name (if different from applicant): _____

Address: _____, City: _____, State: _____ Zip: _____

Phone No.: (____) _____; Cell Phone No.: (____) _____; FAX No.: (____) _____

Email (Required): _____

PROPERTY OWNER (Parcel No. _____); DATE: _____ 20 _____;

(Signature)

Property Owner's Name (if different from applicant): _____

Address: _____, City: _____, State: _____ Zip: _____

Phone No.: (____) _____; Cell Phone No.: (____) _____; FAX No.: (____) _____

Email (Required): _____

PROPERTY OWNER (Parcel No. _____); DATE: _____ 20 _____;

(Signature)

Property Owner's Name (if different from applicant): _____

Address: _____, City: _____, State: _____ Zip: _____

Phone No.: (____) _____; Cell Phone No.: (____) _____; FAX No.: (____) _____

Email (Required): _____

=====
If the title to the property is other than a single, joint or multiple ownership, please use the following space to state precisely in what manner the title to the property is recorded (i.e., partnership, corporation, trust, estate, etc.)

1. Name of partnership, corporation, etc.: _____
2. Name and title of person authorized to execute this application for the above named partnership, corporation, etc.: _____

PART C: GENERAL INFORMATION (please print or type)

In order to carry out the intentions of Article VII of the *City of Avenal Land Division Ordinance*, the following steps must be completed.

1. An original and five (5) copies of the application must be filed with the Secretary of the Advisory Agency with such non-refundable fee as established by resolution or order of the City Council, to cover the cost of processing, reviewing and recording the lot line adjustment approval. The county mapping/bond fees shall be collected by the Kings County Finance Director prior to the tax clearance signature being placed on the Parcel Map Waiver form which must be done prior to recording. In addition, all County Assessor/Clerk-Recorder's fees shall be collected by the recorder at the time the documents are recorded.
2. The application shall be in a manner and form prescribed by the secretary. Copies of such an application form shall be available to the public from the secretary. The original application filed with the secretary shall be suitable for recording and must be neatly and accurately drawn, lettered, and legible.
3. The application form and the "Parcel Map Wavier for Lot Line Adjustment" form shall be eight and 8½ by 11 inches in size and shall contain the following information:
 - a. 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. When the Lot Line Adjustment is completed title to the transferred territory shall be shown the same as the title on the property that it joined. 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.
 - b. The legal descriptions of each of the properties after the adjustment which will be used on the perfection deed(s) for each of the parcels resulting from the adjustment. 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.

- c. The site plan must be drawn in a neat and legible manner on paper a minimum of 8½ by 11 inches to a maximum of 24 by 36 inches in size. The scale must be large enough to show all details clearly. Five (5) copies of the site plan must be submitted with this application form. If additional copies will be necessary you will be notified. The following information must be included on the site plan:
 - 1) Date, north arrow, and scale of drawing.
 - 2) Existing parcel lines (broken and thin) with dimensions.
 - 3) Adjusted parcel lines (solid and bold) with dimensions.
 - 4) Location, dimensions, distance to adjusted lines, number of stories or height, of all existing surface and underground structures.
 - 5) Name, widths, and location of existing or proposed, abutting or transversing streets, easements, or right-of- ways.
 - 6) Number of each parcel corresponding to the description and include the Assessor's Parcel Number (APN) below the parcel number.
 - 7) Area of each parcel after the adjustment.
 - 8) Location with dimensions to adjusted lines of existing waste water disposal systems and all wells.
 - d. Preliminary title reports, copies of the deeds and other instruments of record title for all of the effected properties.
 - e. Documentation such as copies of deeds, court orders, probate documents, or other legal documents that all parcels involved in the Lot Line Adjustment are legally created.
 - f. If any or all of the parcels involved in the Lot Line Adjustment are restricted by Land Conservation (Williamson Act) contracts or Farmland Security Zone contracts, all of the Preserve Number(s) or Farmland Security Zone Number(s), and contract number(s) shall be provided.
4. A Lot Line Adjustment shall not be recorded which does not conform to state law, local ordinance, or other regulation.
 5. Upon completion of the review of the Lot Line Adjustment, the secretary shall notify the applicant that either additional information is necessary, and specify what that information is, or inform the applicant that the application is in order and may proceed. The applicant shall then submit copies of the new legal description(s) for the subject properties being used for the new transfer and perfection deed(s). The Secretary shall review the legal description(s) to determine that the new transfer and perfection deed(s) will be consistent with the Lot Line Adjustment. Recording transfer and perfection deed(s) with legal description(s) different from the description(s) approved by the Secretary shall not be deemed an appropriate Lot Line Adjustment.
 6. The applicant shall then submit copies of the new legal descriptions for the subject properties being used for the new deeds. The secretary shall review the legal descriptions to determine that the new deeds will be consistent with approval of the Advisory Agency. Recording deeds with legal descriptions different than the description approved by the secretary shall not be deemed an approved lot line adjustment.
 7. The transfer and perfection deed(s) and the required Lot Line Adjustment documents, recorded pursuant to the Lot Line Adjustment approval, shall be reviewed and approved by the Secretary prior to being recorded
 8. Upon approval of the new legal descriptions the secretary shall record the lot line adjustment approval with the Kings County Recorder, after which the new deeds may be recorded.

9. The Assessor/Clerk Recorder shall review the Lot Line Adjustment prior to recording the deed(s) and the Parcel Map Waiver form for the Lot Line Adjustment and insure that property taxes are properly paid. Section 66412.(d) of the Subdivision Map Act requires the prepayment of real property taxes prior to recording the deed(s) and the Parcel Map Waiver form for the Lot Line Adjustment. The County Mapping/Bond fees shall be collected by the Tax Collector prior to the tax clearance signature being placed on the Parcel Map Waiver form which must be done prior to recording. Information concerning prepayment of real property taxes is as follows:
 - a. The tax year is from July 1st through June 30th and the due dates for installments are December 10th (first installment) and April 10th (second installment).
 - b. After approval of a Lot Line Adjustment the applicant or the applicant's surveyor needs to request that the Assessor's Office prepare the bond calculation. After the bond calculation is completed it is good for 90 days and expires thereafter. The only exception would be bond calculations completed after October 2nd, which would instead expire on December 31st. After the Assessor/Clerk Recorder completes the bond calculation it is forwarded to the Finance Director to determine whether or not taxes need to be paid prior to recording the Parcel Map Waiver and deed(s). If taxes need to be paid then the Finance Director contacts the applicant or the applicant's surveyor to inform them that taxes are due. If the Parcel Map Waiver and transfer deed(s) are not recorded within 90 days of the bond calculation, or December 31st, then a new bond calculation must be done.
 - c. If the Parcel Map Waiver and transfer deed(s) are recorded after April 10th and before December 10th, then prepayment of the first installment and payment of supplemental taxes, if any are due, must be completed before the Finance Director can provide the tax clearance signature on the Parcel Map Waiver.
 - d. If the Parcel Map Waiver and transfer deed(s) are recorded after December 10th and before December 31st, then prepayment of the second installment and payment of supplemental taxes, if any are due, must be completed before the Finance Director can provide the tax clearance signature on the Parcel Map Waiver.
 - e. If the Parcel Map Waiver and transfer deed(s) are recorded after December 31st and before April 10th, then prepayment of the second installment of the current tax year; payment of supplemental taxes, if any are due; and first and second installment of the next tax year must be completed before the Finance Director can provide the tax clearance signature on the Parcel Map Waiver.
 - f. The Parcel Map Waiver will be recorded at the request of the applicant, or the applicant's agent, after the Finance Director has reviewed the Lot Line Adjustment. After the Finance Director has reviewed the Lot Line Adjustment, a representative from the Community Development Department will accompany the applicant to the Assessor/Clerk-Recorder office to record the documents. County Recorder's fees shall be collected by the Recorder at the time the documents are recorded. The Parcel Map Waiver will be recorded first, followed immediately in sequence by any transfer and perfection deed(s).
10. Recording of the Lot Line Adjustment documents shall constitute the completion of the procedures by the local agency.
11. Recording of the deed(s) by the applicant shall constitute completion of the Lot Line Adjustment.

PART D: TYPE OF ENVIRONMENTAL REVIEW REQUIRED

This project is Categorically Exempt from the *California Environmental Quality Act, CEQA*: Section 15305, Class 5.

PART E: HAZARDOUS WASTE SITE DATA

Section 65962.5(e) of the *California Government Code* states:

- (e) Before a local agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the list sent to the appropriate city or county and shall submit a signed statements to the local agency indicating whether the project is located on a site which is included on any of the lists compiled pursuant to this section. If the site is included on a list, the list shall be specified on the statement.

The following statement must be completed by the owner of the subject property or the owner’s authorized agent before this application can be certified complete by the City of Avenal Community Development Department:

STATEMENT FOR THE OWNER OF PARCEL NO. _____:

I have reviewed the attached "Cortese List Data Resources" list(s) from the http://www.envirostor.dtsc.ca.gov/public/search.asp?cmd=search&reporttype=CORTESE&site_type=CSITES,OPEN,FUDS,CLOSE&status=ACT,BKLG,COM&reporttitle=HAZARDOUS+WASTE+AND+SUBSTANCES+SITE+LIST website and state that:

The subject site(s) of this application is / is not on the "Identified Hazardous Waste Sites" list.

Site Address: _____

Site APN: _____

STATEMENT FOR THE OWNER OF PARCEL NO. _____:

I have reviewed the attached "Cortese List Data Resources" list(s) from the http://www.envirostor.dtsc.ca.gov/public/search.asp?cmd=search&reporttype=CORTESE&site_type=CSITES,OPEN,FUDS,CLOSE&status=ACT,BKLG,COM&reporttitle=HAZARDOUS+WASTE+AND+SUBSTANCES+SITE+LIST website and state that:

The subject site(s) of this application is / is not on the "Identified Hazardous Waste Sites" list.

Site Address: _____

Site APN: _____

STATEMENT FOR THE OWNER OF PARCEL NO. _____:

I have reviewed the attached "Cortese List Data Resources" list(s) from the http://www.envirostor.dtsc.ca.gov/public/search.asp?cmd=search&reporttype=CORTESE&site_type=CSITES,OPEN,FUDS,CLOSE&status=ACT,BKLG,COM&reporttitle=HAZARDOUS+WASTE+AND+SUBSTANCES+SITE+LIST website and state that:

The subject site(s) of this application is / is not on the "Identified Hazardous Waste Sites" list.

Site Address: _____

Site APN: _____

STATEMENT FOR THE OWNER OF PARCEL NO. _____:

I have reviewed the attached "Cortese List Data Resources" list(s) from the http://www.envirostor.dtsc.ca.gov/public/search.asp?cmd=search&reporttype=CORTESE&site_type=CSITES,OPEN,FUDS,CLOSE&status=ACT,BKLG,COM&reporttitle=HAZARDOUS+WASTE+AND+SUBSTANCES+SITE+LIST website and state that:

The subject site(s) of this application is / is not on the "Identified Hazardous Waste Sites" list.

Site Address: _____

Site APN: _____

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

CITY OF AVENAL
COMMUNITY DEVELOPMENT DEPARTMENT
919 SKYLINE BLVD.
AVENAL, CA 93204

SPACE ABOVE THIS LINE FOR RECORDER'S USE

PARCEL MAP WAIVER (2 Parcels) FOR LOT LINE ADJUSTMENT NO. _____

A. LEGAL DESCRIPTION OF PROPERTY TO BE TRANSFERRED:

B. LEGAL DESCRIPTION OF PROPERTIES AFTER ADJUSTMENT:

Parcel No. 1:

Parcel No. 2:

C. OWNER OF PARCEL NO. 1

D. OWNER OF PARCEL NO. 2

Signature _____
Print Name _____

Signature _____
Print Name _____

Owner's Name _____
Address _____

Owner's Name _____
Address _____

Date _____
APN: _____

Date _____
APN: _____

DETERMINATION: A parcel map was waived by the City of Avenal Advisory Agency on _____, under provisions of Article VII of the *City of Avenal Land Division Ordinance*.

Print Name: _____

Date: _____

Kings County Treasurer-Tax Collector

CERTIFICATION THAT PROPERTY TAXES HAVE BEEN PAID

Print Name: _____

Date: _____

Secretary of the City of Avenal Advisory Agency / Date

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

CITY OF AVENAL
COMMUNITY DEVELOPMENT DEPARTMENT
919 SKYLINE BLVD.
AVENAL, CA 93204

SPACE ABOVE THIS LINE FOR RECORDER'S USE

PARCEL MAP WAIVER (3 Parcels) FOR LOT LINE ADJUSTMENT NO. _____

A. LEGAL DESCRIPTION OF PROPERTY TO BE TRANSFERRED:
See Exhibit A for legal description(s)

B. LEGAL DESCRIPTION OF PROPERTIES AFTER ADJUSTMENT:
Parcel No. 1:
See Exhibit B for legal description

Parcel No. 2:
See Exhibit C for legal description

Parcel No. 3:
See Exhibit D for legal description

C. OWNER OF PARCEL NO. 1

D. OWNER OF PARCEL NO. 2

Signature _____
Print Name _____

Signature _____
Print Name _____

Owner's Name _____
Address _____

Owner's Name _____
Address _____

Date _____
APN: _____

Date _____
APN: _____

E. OWNER OF PARCEL NO. 3

Signature _____
Print Name: _____

Owner's Name _____
Address _____

Date _____
APN: _____

DETERMINATION: A parcel map was waived by the City of Avenal Advisory Agency on _____, under provisions of Article VII of the *City of Avenal Land Division Ordinance*.

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Kings County Treasurer-Tax Collector

Secretary of the City of Avenal Advisory Agency / Date

CERTIFICATION THAT PROPERTY TAXES HAVE BEEN PAID

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

CITY OF AVENAL
COMMUNITY DEVELOPMENT DEPARTMENT
919 SKYLINE BLVD.
AVENAL, CA 93204

SPACE ABOVE THIS LINE FOR RECORDER'S USE

PARCEL MAP WAIVER (4 Parcels) FOR LOT LINE ADJUSTMENT NO. _____

A. LEGAL DESCRIPTION OF PROPERTY TO BE TRANSFERRED:

See Exhibit A for legal description(s)

B. LEGAL DESCRIPTION OF PROPERTIES AFTER ADJUSTMENT:

Parcel No. 1:

See Exhibit B for legal description

Parcel No. 2:

See Exhibit C for legal description

Parcel No. 3:

See Exhibit D for legal description

Parcel No. 4:

See Exhibit E for legal description

C. OWNER OF PARCEL NO. 1

Signature _____

Print Name _____

Owner's Name _____

Address _____

Date _____

APN: _____

D. OWNER OF PARCEL NO. 2

Signature _____

Print Name _____

Owner's Name _____

Address _____

Date _____

APN: _____

E. OWNER OF PARCEL NO. 3

Signature _____

Print Name _____

Owner's Name _____

Address _____

Date _____

APN: _____

F. OWNER OF PARCEL NO. 4

Signature _____

Print Name _____

Owner's Name _____

Address _____

Date _____

APN: _____

DETERMINATION: A parcel map was waived by the City of Avenal Advisory Agency on _____, under provisions of Article VII of the *City of Avenal Land Division Ordinance*.

Print Name: _____

Date: _____

Kings County Treasurer-Tax Collector

CERTIFICATION THAT PROPERTY TAXES HAVE BEEN PAID

Print Name: _____

Date: _____

Secretary of the City of Avenal Advisory Agency / Date

