



## LOT LINE ADJUSTMENT/MERGER APPLICATION INSTRUCTIONS FOR FILING

Development Code Chapter 11.43 (Ordinance #1556)

Applications shall be reviewed for compliance with the below Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of application submittal.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

### SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **original property owner signatures** and associated application fees.
2. **Preliminary Title Report:** One copy of a current Preliminary Title Report in the current owner's name, prepared within the last six (6) months for each parcel involved.
3. **Map Requirements:** One copy of the map on an 11" x 17" sheet. The plan must be drawn to scale and clearly indicate all dimensions and other pertinent information including the following:
  - a) Name and address of owners of record for all parcels.
  - b) Name and address of person who prepared map (all maps must be professionally prepared).
  - c) Current Assessor's Parcel Number(s)
  - d) Existing dimensions and acreage.
  - e) A scale and north arrow.
  - f) A location/vicinity map identifying the project site within an identifiable geographic area.
  - g) The location and dimensions of all existing buildings and structures, including setback measurements from *proposed* property lines. Location and nature of all property utilities including septic tanks, leach fields, and community sewage systems and potable water sources in accordance with the requirements of the Yuba County Environmental Health Department.
  - h) Approximate lay-out, dimensions and acreage of each resultant parcel. Each parcel shall be separately identified by a letter from the alphabet.
  - i) Existing lot lines to be moved & location of new lot lines shall be clearly and distinctly defined.
  - j) The name, location, and width of all existing interior, abutting, and proposed streets and easements.
4. **Soil studies:** If applicable (consult the Yuba County Environmental Health Department).
5. **Property Taxes:** Pre-payment of current tax year property taxes are required. Pre-payment of next year's property tax estimate *may* be required. All tax payments are accepted by the Tax Collector's office.
6. Other information as may be required to facilitate a comprehensive evaluation of the application by Yuba County Staff, to be determined.
7. Projects within **OPUD's Service Area** may be required to pay supplemental review fees not listed in the Fee Schedule.
8. **Please note Fire Dept. Review Fees are applicable if there are existing Structures or if property is in a State Responsibility Area (SRA).**

### PROCESSING DETAILS

After receipt of an application, the project review period begins and staff will review the application for completeness. If information is needed or missing, a formal letter will be provided to the applicant to outline what is needed. The timeframe clock for project processing will *stop* and will *not* resume until resubmittal of all requested application materials has been provided. Once the application is deemed complete, staff will notify the applicant that the project has entered the review period. Any technical comments will be given to the applicant within a reasonable timeframe. Additional conditions for approval may be required & is based upon department review. The Public Works surveyors can also be utilized as a resource for checking LLA application status: [publicworks@co.yuba.ca.us](mailto:publicworks@co.yuba.ca.us)