

City of Clearlake

14050 Olympic Drive, Clearlake, California 95422
(707) 994-8201 Fax (707) 995-2653

LOT LINE ADJUSTMENT APPLICATION AND APPROVAL PROCEDURES

You need to submit the following information with your application and processing fee of **\$610.00**:

1. A completed application form (Attached).
2. Five (5) copies of a map with the information shown below.
3. One (1) copy of the current recorded grant deed(s) listing all parcels affected by the lot line adjustment.
4. Brief project description.

When your application is approved the following information will need to be provided before the new deeds can be recorded:

1. One (1) copy of written clearance from the Lake County Tax Collector's Office verifying that current and next year's estimated taxes on the property have been paid.
2. You may have to obtain the approval of the County Special Districts to reapportion any bonds secured by your property.
3. New deed(s) to be recorded by the City with the recordation of the lot line adjustment to create the new property line(s). The new deed(s) must be prepared by a California licensed land surveyor and recorded with the approved lot line adjustment form describing the adjusted areas.
4. One (1) copy of a preliminary title report prepared by a title company for each property to be adjusted not over sixty (60) days old. (All parties of record title or hold a financial interest in the property will be required to have their signature notarize on the lot line adjustment form to be recorded.)
5. An original, signed and notarized "Lot Line Adjustment" form.
6. A check for the recording fees made out to the Lake County Recorder's Office. The City will determine the amount of the fees.

Information To Be Included on the Lot Line Adjustment Map

- Applicant's Name and Address, and Person Who Prepared the Map
- Brief Project Description
- Parcel(s) Size and Dimensions
- Date, North Arrow, Scale, and Assessor's Parcel Number
- Existing Structures and Distances to Property Lines and Easements
- Existing Driveways and Adjacent Roads
- Existing Well and/or Septic systems(s)
- Locations and Widths of All Easements of Record and Proposed Easements
- Property lines to be added and deleted.
- Location to streams, ditches, drainage facilities and other water ways.
- Lines indicating direction of slope and approximate percent of grade.
- Other information as deemed necessary to assess the developability of an existing parcel or adequately review the proposal.

Write N/A in the above boxes if an items does not apply.

CITY OF CLEARLAKE
LOT LINE ADJUSTMENT APPLICATION FORM

Name _____

Mailing Address _____
Address City Zip

Telephone Number _____

Name _____

Mailing Address _____
Address City Zip

Telephone Number _____

Owners Authorization:

I hereby authorize the City of Clearlake to process this application and to enter upon the property described on lot line adjustment map as reasonably necessary to evaluate the project. I also understand that if the application materials do not contain truthful and accurate information the processing may be delayed and any approval may be revoked.

Owner's Signature Date

I also authorize the agent identified below to file this application and to represent me in all matters concerning the application.

Agent's Name _____

Agent's Address _____

STAFF USE ONLY

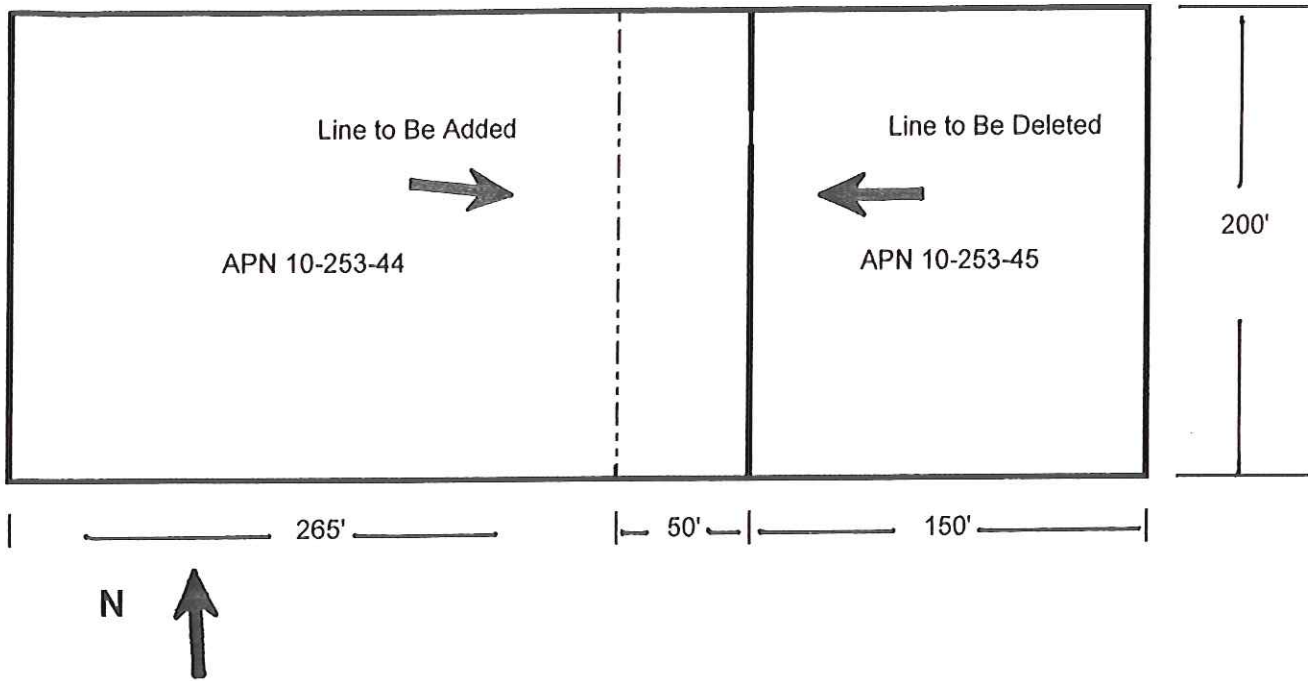
FILE NO. _____ FEE: \$ _____

Date Received: ___/___/___ Received By: _____ Receipt No: _____

Existing Use: _____ Zone: _____ Related Files: _____

Date Approved: _____ Date Recorded: _____ Recorded Doc. Rec'd: _____

Tentative Map for a Lot Line Adjustment



Applicant:

John Doe
1450 8th Street
Clearlake, CA 95422

Project Description:

Purchase property from the adjacent owner to increase the my lot size to add an addition.

Person Who Prepared the Map:

Sarah Doe

Scale: 1" = 10'

Date: Prepared: June 5, 2006

There are no structures or easements on the property.