

**Sierra County Planning Department**  
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# BOUNDARY / LOT LINE ADJUSTMENT APPLICATION

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

ASSESSOR PARCEL NUMBERS OF ALTERED PARCELS: \_\_\_\_\_

PROPERTY OWNERS (if different from "Applicant"): \_\_\_\_\_

BRIEFLY STATE THE REASONS FOR THIS APPLICATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPLICATION CHECKLIST (SCC §23.04.020)

- \_\_\_\_\_ Completed Application form
- \_\_\_\_\_ Initial review fee: \$100.00 *[Project fee to be determined]*
- \_\_\_\_\_ One (1) copy of Sierra County's "Indemnification Agreement". It must be returned with original signatures. Photocopies, faxes or electronic/scanned images will not be accepted.
- \_\_\_\_\_ One (1) copy of a Preliminary Title Report for all the properties altered by the proposed adjustment. The title reports shall name the current record owners and shall not be more than six (6) months old.
- \_\_\_\_\_ A legal description for each resulting parcel proposed by the application.

\_\_\_\_\_ Lot Line Adjustment Map: An electronic file copy of the Map and supporting documents is preferable, but not necessary. At a minimum, provide two (2) hard copies of the Map legibly drawn and accurate to scale on an 18"x26" (or 18"x24") sheet. *The Lot Line Adjustment Map shall show all of the following information (ref., SCC 23.04.020):*

\_\_\_\_\_ Boundary lines, dimensions, and approximate areas of the original parcels and the adjusted parcels.

\_\_\_\_\_ Locations and dimensions of each existing structure, including out buildings, proposed building sites, approximate distance between structures, and boundary lines of both the original parcel boundaries and the adjusted parcel boundaries.

\_\_\_\_\_ Names, locations, and widths of all existing streets and roads on or bounding the original parcel and all new access routes being proposed.

\_\_\_\_\_ Locations and dimensions of all existing and proposed easements, utility lines, right-of-ways, and underground structures of any kind.

\_\_\_\_\_ Approximate slope of the land.

\_\_\_\_\_ Scale of map (standard engineering scale), north arrow, and vicinity map.

\_\_\_\_\_ Location of existing and proposed domestic water supplies and location of existing and proposed septic tanks and leach fields for all lots affected by the adjustment.

\_\_\_\_\_ Approximate location of all watercourses, drainage channels, drainage structures, and springs.

\_\_\_\_\_ Approximate locations of all high water lines of lakes, reservoirs, streams, and rivers (including FEMA floodplain information if available).

\_\_\_\_\_ Date of preparation of map.

\_\_\_\_\_ Assessor's parcel numbers and Book and Page Number from the Official Records for all existing deeds on all parcels affected by the adjustment.

\_\_\_\_\_ Name, address, and telephone number of the applicant, of the person who prepared the map, and of all parties having any record interest in the real property shown on the map.

\_\_\_\_\_ A certificate either executed on the face of the map or provided separately with the application materials, but clearly referencing the proposed project, which is prepared according to the standards of Government Code §66436 signed and acknowledged by all parties having any record title interest in the real property proposed to be adjusted, consenting to the application.

[con't.]

\_\_\_\_\_The following statements shall be provided on the Lot Line Adjustment map to allow for the proper execution by such responsible agencies:

**TAX COLLECTOR'S STATEMENT**

I, \_\_\_\_\_, Tax Collector of the County of Sierra, State of California, do hereby certify that there are no liens against the parcels as shown hereon, for unpaid property taxes or special assessments not yet payable. Estimated taxes or special assessments which are lien but not yet payable have been deposited with the Tax Collector. This statement is valid through \_\_\_\_\_.

\_\_\_\_\_  
Sierra County Tax Collector

Date: \_\_\_\_\_

**PLANNING DIRECTOR'S STATEMENT**

The Sierra County Planning Director has reviewed and found the proposed Boundary Line Adjustment, as shown hereon, to be in compliance with the Subdivision Map Act and local ordinances. All conditions of approval have been satisfactorily complied with.

\_\_\_\_\_  
Sierra County Planning Director

Date: \_\_\_\_\_

**COUNTY SURVEYOR'S STATEMENT**

The Sierra County Surveyor has reviewed and found the proposed Boundary Line Adjustment, as shown hereon, to be in compliance with the Subdivision Map Act and local ordinance.

\_\_\_\_\_  
Sierra County Surveyor

Date: \_\_\_\_\_

**Please note:** Any details specified above that are not shown on the map may result in the application being deemed "incomplete" and delay the process. If the applicant desires to omit certain details (or believes they are not applicable), a written request for a waiver of these details should be provided with the application, along with a brief explanation justifying the request.

Pursuant to Sierra County Code Section 23.04.060, following conditional approval at an Administrative Hearing, a Lot Line Adjustment shall be effected by the recordation of a deed or a record of survey recorded with the County Recorder by the County Surveyor within 180 days of approval. A record of survey may only be required if necessitated by Business and Professions Code §8762 (the Professional Land Surveyor's Act). Any conditions of approval imposed on the project by the Administrative Hearing Officer shall be satisfied prior to recordation, and are the responsibility of the applicant. The Lot Line Adjustment will be deemed finally approved only upon recordation of the deed. If not recorded within 180 days, the approval will expire and be null and void. Upon written request by the applicant, the Planning Director may grant an additional extension not to exceed 180 days.