



CITY OF WILLOWS

201 North Lassen Street Willows, CA 95988
(530) 934-7041 • FAX (530) 934-7402

LOT LINE ADJUSTMENT APPLICATION PROCEDURES

It is recommended that the applicant review the proposal with the Planning and Engineering staff prior to the submission of the formal application. This will allow the staff to advise the applicant on the conformity with the General Plan, Zoning Ordinance, Uniform Building Code, and engineering requirements.

Submit the following plans/information with your application:

- Completed Lot Line Adjustment Application, signed by the applicant and all property owner(s)
- Applicable fees (See City of Willows Fee Schedule)
- One (1) copy of the current Assessor's Map
- Three (3) copies of a detailed map drawn to scale (8.5 X 11) showing the following information:
 - *North arrow and scale
 - *Property Lines-existing and proposed
 - *Current Assessor's Parcel Number
 - *Labeled dimensions
 - *100-year floodplain of any stream or water body
 - *Existing buildings, locations and setbacks
 - *Existing and adjoining streets, and easements
 - *Significant natural features
 - *Septic tanks or leachfields
 - *Topography if more than 5% slope (four foot contour intervals)
 - *Off-street parking areas and driveways
 - *Property Owner(s) name and address
 - *Preparer's name and address
- Title Report (not over 60 days old) for all parcels affected by the adjustment.
- One (1) copy of the current recorded grant deed(s) listing all parcels affected by the adjustment to show proof of ownership
- Legal Description(s) and plat showing both the existing and proposed new parcel(s) configuration with signature and stamp of land surveyor who prepared the legal description(s) and plat

- One Copy of closure calculations for the proposed new parcels
- Proof of prepayment off real property taxes as required by Section 66412 (d) of the Subdivision Map Act
- Public Hearing with the Planning Commission per Section 17.55.240

PROCESS:

Upon filing of an application, an accurately drawn lot-line adjustment map, and any other required supplemental information to the City Planning Department, initial review will take place. If the application is accurate and complete, the documents will be forwarded to the City Engineer for review. Conditions will not be imposed on the approval of a lot-line adjustment except to ensure that the parcels conform to the local general plan, any applicable specific plan, any applicable coastal plan, and zoning and building ordinances.

Following approval, the lot-line adjustment and transfer of title is accomplished by recording grant deeds in the County Recorders Office with or without a map prepared by a registered civil engineer or licensed land surveyor in the State of California. The City Engineering Department will coordinate the recording of all applicants' documents when the following criteria have been met:

1. The City Manager or his/her designee has certified in writing that any conditions placed on the approved lot-line adjustment have been satisfied.
2. The applicant, or the applicant's title company or agent, has submitted copies of the Grant Deed(s) for the land proposed to be conveyed for the lot-line adjustment and the City Engineer has determined that the Grant Deed(s) are in substantial compliance with the approved lot-line adjustment map, and that said grant deed(s) contain the words, *"The purpose of this deed is for a LotLine Adjustment for the revision of the properly line between Lots _____ and _____, as shown on (describe the final map, deed, etc where the original parcels were created). APN's (list the APN's included in the lot line adjustment). This deed is pursuant to an application for a Lot Line Adjustment on file in the office of the City of Willows. It is the express intent of the signators hereto that the recordation of this deed extinguishes any underlying parcels or portions of parcels"*
3. The applicant has submitted written verification to the City that property taxes, are paid to the County of Glenn Treasurer-Tax Collector on all parcels affected by the adjustment.

There is a County Recording fee to record the final Lot Line Adjustment document and attachments. Charges are \$14.00 for the first page and \$3.00 for each additional page. A check made out to the Glenn County Recorders Office is required prior to recordation.