



CITY OF EXETER

Planning Department

P.O. Box 237

Exeter, CA 93221

559-592-9244

Lot Line Adjustment Application Checklist

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.

1. **Application Form.** Attached to this packet.
2. **Application Fee:** \$626.
3. **Environmental Description Form.** *Some lot line adjustments are required to be reviewed for their potential impacts on the environment. Staff will inform you if your project is subject to this review.*

INFORMATION REQUIRED: The Plan must be prepared by a licensed Engineer or a licensed Land Surveyor. (PDF version shall also be emailed to tristan@weplancities.com, soneal@exetercityhall.com, and carias@exetercityhall.com)

Three copies of the proposed lot line adjustment drawn on sheets measuring 18 x 24 inches. The plan shall show the following information:

Identify all existing structures and improvements on the site.

Show both existing and proposed property lines.

show existing street improvements.

Deeds of existing properties which indicate existing property lines.

Legal descriptions of proposed parcels, which should include closure calculations described by bearings and distances.

A copy of the lot line adjustment map reduced to 8 1/2 x 11 inches. The reduced copy needs to be suitable for recording. If the copy is illegible, the Tulare County Recorder's office will reject the lot line adjustment.

Copies of proposed deeds to be recorded simultaneously with the lot line adjustment.

LOT LINE ADJUSTMENT PROCESS

1. When the applicant submits the required application materials, staff reviews the material to determine if it is complete.
2. When the map and legal description are determined to be correct, staff prepares a Lot Line Adjustment Resolution that is signed by the City Planner and the City Engineer.
3. Deputy City Clerk assembles the lot line adjustment, the legal descriptions and reduced map and then arranges with the applicant to meet at the County Recorder's office to have the lot line adjustment and deeds recorded simultaneously.
4. When the deeds are recorded, the County requires the applicant to complete and sign a "Preliminary Change of Ownership" form. This must be signed by the property owners. Often the inability to complete the form results in the lot line adjustment not being able to be recorded.
5. When the lot line adjustment and deeds are recorded, the process is complete.



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APPLICATION NUMBER: Clerk Use Only

Lot Line Adjustment Application

Please type or print clearly in ink. Incomplete applications will be returned.

The application will not be processed until the fees and any applicable address labels have been received by the City. If submitting form online, fees can be paid by check only. Mail check — payable to "City of Exeter" at ATTN: Planning Department, PO Box 237, Exeter, CA 93221. Please include a copy of the completed application form with the check.

Applicant

Applicant No. 2 (if more than one applicant)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Property Owner (if different from applicant)

Agent (engineer/surveyor)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Project Address or legal description: _____

Assessor Parcel Number: _____

Existing use of project site: _____

What is the existing General Plan designation? _____

What is the proposed use(s) of the site: _____

What is the existing zoning classification for the site: _____

How many acres are involved: _____

I (we) hereby certify that the statements furnished above and in the attached exhibits present the data and information required in this application to the best of my (our) ability, and that the facts, statements and information presented are true and correct to the best of my (our) knowledge and belief.

Owner/Applicant Date

Agent Date

Print Name

Print Name