CITY OF VISALIA
PLANNING DIVISION PERMIT
APPLICATION

DATE STAMP

PERMIT APPLICATION(S):

Check all permits being applied for with this application.

____ CONDITIONAL USE PERMIT
____ AMENDMENT TO EXISTING CUP
____ ZONING VARIANCE/EXCEPTION
____ NOISE VARIANCE
____ CHANGE OF ZONE
____ ANNEXATION

__X__ LOT LINE ADJUSTMENT
____ TENTATIVE PARCEL MAP
____ TENTATIVE SUBDIVISION MAP
____ GENERAL PLAN AMENDMENT
____ SPECIFIC PLAN AMENDMENT

Staff Use Only
Project Number(s) _____
_____
_____
_____
Planning Commission Date:

Name of Applicant:

_____

Short title or name of proposed project:

_____

Summary description of the proposed project:_____

_____

_____

_____

SITE:

Site Plan Review number(s) _____

Date of SPR Committee revise & precede authorization _____

Address or nearest major street intersection _____

APN(s) _____

Existing Zone _____ Existing General Plan Land Use Designation _____

Proposed Zoning Designation _____

Proposed Land Use Designation _____

Site area (acres, or square feet if less than one acre) _____

Existing streets directly adjacent to the site _____

Existing use(s) _____

Existing improvements/structures _____

PROPERTY OWNER(S):

If more than two owners, please provide information and signature(s) on a separate sheet.

Name (print) _____ Name (print) _____

Mailing Address _____ Mailing Address _____

Phone _____ Phone _____

Statement: I/We declare under penalty of perjury that I am/we are the legal owner(s) of the property involved in this application. I/We authorize the person named in this application as the Project Main Contact to act as my/our representative with City Staff regarding the processing of this application.

_____ _____

Date Property Owner Signature

_____ _____

Date Property Owner Signature

PROJECT MAIN CONTACT/REPRESENTATIVE:

(This is the person who will be the main contact with City Staff, and will receive all correspondence.)

Name (print) _____

Firm/Company _____

Mailing Address _____

Phone _____ Fax _____ E-Mail _____

Statement: I will be the main contact and representative of the proposed project with City Staff during the processing of this application. I declare under penalty of perjury that all statements and documents submitted with this application are true and correct to the best of my knowledge.

Date _____ Project Main Contact/Representative Signature _____

OTHER INVOLVED PARTIES:

Fill in all that apply.
Is the property currently in escrow? If so, to whom? _____
(Write "none" if property is not in escrow.)

Developer/Builder _____

Mailing Address _____

Phone _____ Fax _____

Contractor _____

Engineer _____

Architect _____

NAMES OF PRINCIPALS, PARTNERS, AND/OR TRUSTEES:

List the names of any and all principals, partners, and/or trustees where any property owner or developer/builder is a corporation, partnership, or trust. For corporations provide names of officers and directors. For trusts provide names of trustees and beneficiaries.

CITY OF VISALIA
PLANNING DEPARTMENT
ENVIRONMENTAL CONDITIONS
REQUIRED FOR ALL PROJECTS

SITE CHARACTERISTICS:

Flood Zone Designation: _____ Height Of Required Minimum Building Elevation: _____

Is The Project Site Within A:

Historic District: Yes / No

Specific Plan Or Master Plan Area: Yes / No (If Yes, Name) _____

Special Study Area: Yes / No (If Yes, Name) _____

Agricultural Preserve: Yes / No

Williamson Act Contract: Yes / No: If Yes, Preserve #_____ Contract #_____ _____

Has A Notice Of Non-Renewal Been Filed? Yes / No Date Filed: _____

Please Check All Items Applicable To The Project:

_____ Mature Oak Trees On Site Or Within Forty Feet Of The Site

_____ Within Protected Species Or Habitat Area

_____ Evidence of Hazardous Waste Or Previous Hazardous Uses Or Processes Occurring On Site

_____ Waterways Adjacent To The Project Site, And/Or Any Planned Changes In Streams, Waterways, Rivers, Ditches

_____ Known Cultural Resources On Site

_____ Within ¼ Mile Of Any School

_____ Increase In Light Or Glare To Immediate Vicinity After Project Is Completed

_____ Increase In Noise To Immediate Vicinity After Project Is Completed

_____ Within Two Miles Of An Airport

LOT LINE ADJUSTMENT COVER INSTRUCTIONS

Upon receiving a signed Lot Line Adjustment resolution by the City, the following steps need to be taken to complete the Lot Line Adjustment process.

1. Deeds need to be prepared to consummate the Lot Line Adjustment. The Lot Line Adjustment WILL NOT be recorded unless the deeds are simultaneously recorded. Also a **Preliminary Change in Ownership** (PCO) form needs to be completed by the owner(s) before the County will accept the documents for recording. This form is available at the County Recorder's Office or through your title company.

   Note: The Assessor's office will charge an additional fee if no PCO form is provided at recordation of the Lot Line Adjustment. Also, if the property is owned by a Public Entity, a **Certificate of Acceptance** must be prepared by the City Clerk and attached to the material.

2. When you are ready to record, take all materials to the Tulare County Recorder's Office for recording. The office is located at 221 S. Mooney Blvd., Room #103, inside the County Courthouse (Phone No. 559-733-6377). The Recorder's Office accepts recordings Monday through Friday, 8 a.m. to 3 p.m. Please record the Lot Line Adjustment Resolution first, followed by the grant deeds. A recording fee will be charged for the grant deeds. **Retain the receipt given to you after recording.**

   Directions: From Hwy. 198, take the Mooney Blvd. exit and proceed north one block. Turn left (west) at Burrell Street into the County Plaza. The County Courthouse building is the first building on your right. Park on the street or in a 2-hour parking stall, and walk to the building entrance. After going through the security gauntlet, the Recorders Office will be down the hallway to your left.

3. After recording, call the project Planner of your Lot Line Adjustment and pass on the recording information for the resolution and grant deeds. Please provide the following information: (1) date of recording, (2) the Recorder's document number(s), and (3) the Fee Receipt number. If you do not have a contact phone number for the Planner, please contact the Planning Division at 559-713-4359.

LOT LINE ADJUSTMENT PROCEDURES

1. Lot Line Adjustment (LLA) application received with fees collected.
2. File is given to Planning Assistant (Susan Currier) to assign a LLA number and log onto project chart.
3. File is given to Planner, who will check the file for completeness and will start a **Lot Line Adjustment schedule** for placement in the file to track the application progress. (If LLA requires Site Plan Review, a Site Plan Review file is set up in addition to the LLA.)
4. Planner gives a copy of the map, legal descriptions, plat maps, deeds, closure calculations and preliminary title report to Engineering staff with a **Cover Letter** (Doug Damko). Planner sends a copy of the map and legal descriptions with a **Cover Letter** to Mark Markarian at California Water Service Company for review. Address: California Water Service Company, Attn: Mark Markarian, 216 N. Valley Oaks Drive, Visalia, CA 93292-6717
5. Planning staff reviews the file if necessary.
6. Deeds, legal descriptions and plat maps are returned from Engineering after review. If OK, go to step 7. If legals or map need corrections, Planner must call the applicant to discuss. An additional fee will be required for major and/or multiple resubmittals (see current fee schedule). Make note of the conversation in the file.
7. Correspondence is returned from Cal Water. If Cal Water has comments, Planner shall forward these comments to the applicant. Comments are for informational purposes only, as a Lot Line Adjustment cannot be conditioned.
8. After approvals from Engineering and Cal Water, a **Lot Line Adjustment decision document** is prepared.
   - Note that under "Owner", all owners of property inside the LLA need to be noted. This means that if one person is deeding 5 feet of property to a neighbor, both parties are listed under "owner".
   - Note that under "Location", information regarding the parcels <u>before</u> affected by the lot line adjustment shall be included.
9. Give the LLA decision document, legal descriptions, and plat maps to Planning Manager (Paul Scheibel) for review and notarized signature. A completed notarization sheet for the Planning Manager's signature must be attached to the Lot Line Adjustment recording sheet; otherwise the Recorder's Office will not accept the document for recording. Once signed, Planning Assistant will enter the date on the LLA decision document in the "Date Approved" column in the Planning Division Project Chart for the corresponding project.
10. Once the LLA decision document has been signed, make four copies of the decision document, legal descriptions and plat maps.
11. Contact the applicant and tell them that the Lot Line Adjustment is ready to be picked up and recorded once the associated grant deeds are signed by all necessary parties. Print a copy of the **LLA Cover Instructions** which outline the steps on how the applicant goes about recording the Lot Line Adjustment. Make arrangements for the applicant to pick up the following:
    - LLA Cover Instructions,
    - the original LLA decision document, legal descriptions and plat maps for recording, and
    - one copy of the LLA decision document, legal descriptions and plat maps for the recorder to make a conformed copy.

    Remind the applicant that grant deeds must be fully signed and included in order to record the LLA package (a title company will do a title search and prepare deeds if necessary). The LLA <u>WILL NOT</u> be recorded unless the grant deeds are recorded concurrently with the LLA decision document.
12. When the LLA decision document and grant deeds are recorded, the applicant should contact you and provide the conformed copy of the LLA decision document. Write the recording date and recording numbers on the inside of the LLA folder and on the three remaining copies of the LLA recording sheet, and email the recording information to the Planning Assistant who will enter the information in the "Date Recorded & Recording No." column in the Planning Division Project Chart for the corresponding project.
13. Place one copy of the LLA recording sheet in the file. Send the other two copies of the LLA recording sheet and map to:
    - Ken Swearingen at the Tulare County Assessors' Office
      (Mailing Address: Tulare County Assessor/Clerk Recorder, Attn: Ken Swearingen, 221 S. Mooney Blvd., Room. 102-E, Visalia, CA 93291)
    - Sandy White in the G.I.S. Division
14. Pass file to Planning Assistant for filing.
15. The Recorder's Office will send copies of the recorded LLA to our office for the project file. File the recorded LLA with the project file.

LOT LINE ADJUSTMENT
REQUIRED MATERIALS AND PROCESS OUTLINE

REQUIRED MATERIALS:

1. Completed application. The reason for the Lot Line Adjustment (LLA) needs to be fully explained, not just "elimination of line." **NOTE:** The application (or agency authorization) needs to be signed by **ALL** property owners involved.

2. Fees: A fee is charged for the Lot Line Adjustment. In addition; a separate fee is charged for each set of legal descriptions returned for corrections. (SEE CURRENT FEE SCHEDULE FOR FEES)

3. Four 18" x 24" copies of the plan for the proposed LLA. The plan must include the following information:

   A) Identify structures on site.

   B) Show both existing and proposed property lines (fully dimensioned).

   C) Show existing street improvements.

4. Four copies and one electronic copy (Word format) of the legal descriptions of the proposed parcels, which should include closure calculations described by bearings and distances. These must be prepared by a licensed surveyor or qualified civil engineer. (please see #2 above regarding corrections.)

5. Plat maps of proposed parcels based on a reduced 8 1/2" x 11" version of the plan. The plat maps need to be legible and suitable for recording. If the reduced version is illegible, the County Recorder will reject the recording of the LLA documents.

6. A Preliminary Title Report (PTR) for each property involved with current grant deeds of each property.

7. Copies of the proposed grant deed forms to be recorded concurrently with the LLA decision document. The deed forms will be compared with the PTR and it will be necessary that each grantor must sign on a signature line with name, title and company typed or printed below the signature line. Any entity, as identified in the PTR, as having a record title interest in the property must sign on a signature line with name, title and company typed or printed below the signature line.

PROCESSING:

The application will be reviewed by staff for consideration on whether the LLA requires Site Plan Review. If this is required, then the Site Plan Review process needs to be completed prior to application being processed. Any required conditions from Site Plan Review must be completed prior to or concurrently with the application being processed.

Once the application is accepted, Engineering staff reviews the PTR, grant deed forms, legal descriptions and plat maps. Planning staff and Engineering staff will review any Site Plan Review conditions that must be satisfied.

When the grant deed forms, legal descriptions and plat maps are determined to be correct and all Site Plan Review conditions have been satisfied, Planning staff will prepare the LLA decision document, which is then signed by the City Planner.

Staff will assemble the originals of the LLA decision document, legal descriptions, and plat maps and deliver them to the applicant for inclusion in the package to be delivered to the County Recorder's Office. The applicant will need to obtain the necessary signatures on the grant deed forms. The applicant will be responsible to coordinate the process of recording the LLA decision document and the grant deeds with legal descriptions and plat maps at the County Recorder's Office.

Prior to being recorded, the County requires the applicant to complete and sign a "Preliminary Change of Ownership" form. This HAS to 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.

When the LLA decision document and the grant deeds are recorded, the process is complete.

AGENCY AUTHORIZATION

OWNER:

I, _____, declare as follows:
(Owners Name)

I am the owner of certain real property bearing assessor's parcel number (APN):

_____ _____

_____ _____

_____ _____

AGENT:

I designate _____, to act as my duly authorized
(Agent's Name) (Please type or print)

agent for all purposes necessary to file an application for, and obtain a permit to

_____
(Action Sought)

relative to the property mentioned herein.

I declare under penalty of perjury the foregoing is true and correct.

Executed this _____ day of _____, 20_____.

OWNER	AGENT
_____ (Signature of Owner)	_____ (Signature of Agent)
_____ (Owner Mailing Address)	_____ (Agent Mailing Address)
_____	_____
_____ (Owner Telephone)	_____ (Agent Telephone)

APPROVED:
CITY OF VISALIA

By: _____ Date: _____
(Signature)

*NOTE: OWNER'S SIGNATURE MUST BE NOTARIZED. Attach acknowledgment of signature(s) by Notary Public.

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REQUIRED MATERIALS AND PROCESS OUTLINE

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(Owners Name)

I am the owner of certain real property bearing assessor's parcel number (APN):

_____ _____

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_____ _____

AGENT:

I designate _____, to act as my duly authorized
(Agent's Name) (Please type or print)

agent for all purposes necessary to file an application for, and obtain a permit to

_____
(Action Sought)

relative to the property mentioned herein.

I declare under penalty of perjury the foregoing is true and correct.

Executed this _____ day of _____, 20_____.

OWNER	AGENT
_____ (Signature of Owner)	_____ (Signature of Agent)
_____ (Owner Mailing Address)	_____ (Agent Mailing Address)
_____	_____
_____ (Owner Telephone)	_____ (Agent Telephone)

APPROVED:
CITY OF VISALIA

By: _____ Date: _____
(Signature)

*NOTE: OWNER'S SIGNATURE MUST BE NOTARIZED. Attach acknowledgment of signature(s) by Notary Public.