



CITY OF HOLLISTER

DEVELOPMENT SERVICES DEPARTMENT
ENGINEERING DIVISION
339 FIFTH STREET
HOLLISTER, CA 95023
PHONE: (831) 636-4340
FAX: (831) 634-4913

LOT LINE ADJUSTMENT SUBMITTAL CHECKLIST

IMPORTANT:

ALL INFORMATION BELOW MUST BE SUBMITTED TO ENGINEERING WITH THIS CHECKLIST FOR PROCESSING.

- 1. Completed Lot Line Application Checklist
- 2. Completed & signed Lot Line Adjustment Application
- 3. Site Plan
 - ___ One (1) original wet-signed and stamped (*for recording*)
 - ___ Three (3) copies in 24"x36"
- 4. Plat Map Exhibit (labeled Exhibit A)
 - ___ One (1) original wet-signed and stamped (*for recording*)
 - ___ Three (3) copies
- 5. Legal Description (labeled Exhibit B)
 - ___ One (1) original wet-signed and stamped (*for recording*)
 - ___ Three (3) copies
- 6. Assessor's Map
 - ___ Three (3) copies
- 7. Preliminary title report (must not be older than 3 months)
 - ___ Two (2) copies
- 8. Closure calculations
 - ___ Two (2) copies
- 9. All pertinent referenced documents (grant deeds, maps, etc.)
 - ___ Two (2) copies
- 10. Application Fees (\$2,500.15 per lot)



LOT LINE ADJUSTMENT GUIDELINES

IMPORTANT:

PLEASE READ AND FOLLOW THESE GUIDELINES CAREFULLY

I. PURPOSE

State Law authorizes local government agencies to approve minor modifications of parcel boundaries through the application of a Lot Line Adjustment. A Lot Line Adjustment may expand or contract the boundaries of a parcel, but may not create a greater number of parcels than originally exist. Additionally, proposed Lot Line Adjustments must conform to the following criteria:

- a) All parcels affected thereby after the lot line adjustment shall conform fully to all applicable provisions of the Zoning Ordinance of the zone in which the parcels are located with respect to lot area, width, depth, setbacks, etc., unless the affected parcels in their original condition did not meet said zoning provisions or a Variance has been approved.
- b) All parcels affected thereby after the lot line adjustment shall conform fully to all applicable provisions of the City Subdivision Ordinance with respect to improvement requirements and lot design, unless the affected parcels in their original condition did not meet said subdivision provisions or a Variance has been approved.
- c) No parcel which conforms to minimum lot size requirements shall be reduced below this minimum requirement. No parcel which currently does not conform to minimum lot size requirements shall be made less conforming unless the land taken from said parcel is added to an adjacent non-conforming parcel.
- d) No portion of a parcel in Land Conservation Agreement shall be transferred to property that is not under a Land Conservation Agreement, unless approved by the LCA Committee and the Board of Supervisors.

II. PROCESS

STEP 1

PRE-APPLICATION CONSULTATION:

Early in the consideration of a Lot Line Adjustment, the applicant should consult with the City Engineering Department to obtain this application form. It is important that the adjustment create conditions which are consistent with the zoning requirements for the district in which the property(s) is(are) situated. Lot Line Adjustments will not be processed which create violations of the Zoning Ordinance.

STEP 2

FILING OF APPLICATION:

It is strongly recommended that the applicant submit a preliminary plan to the Engineering Department for review at last five days prior to formal submittal of the application. The applicant must submit three (3) sets of plans and all other accompanying materials to the Engineering Department.

NOTE:

The plans must contain ALL of the data required by Section IV (Site Plan Requirements). Plans which do not contain or depict the required information will not be processed until they are complete. The applicant will be notified within thirty (30) days whether the application is complete.

STEP 3

The Engineering Department will act on the application within sixty (60) days after the application is found to be complete.

STEP 4

If the applicant disagrees with any action, the applicant may file an appeal with the Secretary of the Planning Commission within ten (10) days of the Engineering department action. The appeal would then be scheduled for a hearing by the Planning Commission.

STEP 5

FINAL REQUIREMENTS:

The applicant must submit the appropriate recordation fee (**made out to: San Benito County Recorder**) to the Engineering Department after ten (10) day appeal period has passes. The Engineering Department will assemble the appropriate approval certificate, application form (**application must have original signature(s) of owner(s) and cannot be a faxed copy or the County Recorder will reject the submittal**) signed by the City Engineer, property descriptions, and **tax clearance from the Tax Office**, and submit them for recordation to the County Recorder. The applicant may then record a deed or other instrument conveying the property within the Lot Line Adjustment.

LOT LINE ADJUSTMENT REVIEW GUIDELINES

IMPORTANT:

PLEASE READ AND FOLLOW THESE GUIDELINES CAREFULLY!

III. SITE PLAN REQUIREMENTS

The checklist format of these guidelines is intended to aid applicants in providing complete information to the City for review. **PLEASE PROVIDE ALL INFORMATION REQUESTED ALONG WITH A FILING FEE OF \$2,500.15 PER LOT (RESOLUTION NO. 2021-121)**. This list will be used by the Engineering Department in determining the completeness of your application. Lot Line Adjustment applications, which do not provide all the necessary data, may be considered incomplete and may be returned for revisions. If there are any questions regarding this application, please call the Engineering Department at (831) 636-4340.

REQUIRED ON SITE PLAN: GENERAL DATA

- 1. Location and dimensions and areas of all affected parcels:
 - Prior to lot line adjustment, shown with dashed lines
 - After lot line adjustment, shown with solid lines
 - Area to be conveyed
 - All abutting streets shown with their widths and names
- 2. Lot coverage for all affected parcels (percent)
- 3. Location and dimension of all structures, wells, and septic tanks
- 4. All required setback distances
 - Setback distances prior to adjustment
 - Setback distances after adjustment
- 5. Scale, date, north arrow, vicinity map
- 6. All site plan sheets drawn on paper with maximum dimensions of 24"x36" and folded to approximately 10"x12" (3 copies)
- 7. Indicate zoning and general plan land use designations for all affected properties.
- 8. Submit title report (**must not be older than 3 months**) for all affected parcels to the Engineering Department with a completed application.
- 9. Three (3) copies of the new boundary description for each lot after lot line adjustment together with an accompanying 8½"x11" or 8½"x14" map of the new boundaries of all affected parcels, illustrating the new lot configurations.
- 10. Three (3) copies of all Assessors Plat Map.

COMMENTS:



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LOT LINE ADJUSTMENT APPLICATION

(FEE: \$2,500.15 PER LOT)

INSTRUCTIONS:

Complete all sections of this application and attach all documents as listed on the LLA Submittal Checklist and on page three (3) of the LLA Guidelines. All documents to be recorded must be original copies with wet signatures

1. APPLICANT INFORMATION

NAME:

ADDRESS:

PHONE:

APPLICANT'S INTEREST IN PROPERTY:

2. PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

NAME:

ADDRESS:

PHONE:

3. PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

NAME:

ADDRESS:

PHONE:

Attach a separate sheet for additional owners using the above format.

4. SURVEYOR/CIVIL ENGINEER INFORMATION

NAME:

LICENSE #:

FIRM:

PHONE:

ADDRESS:

Email:

5. PROPERTY INFORMATION

PARCEL:	A	B	C	D
APN:				
STREET ADDRESS:				
LOCATION:				
CURRENT ZONING:				
GENERAL PLAN LAND USE MAP DESIGNATION				
NET AREA BEFORE: (ACRES OR SQ. FT.)				
NET AREA AFTER: (ACRES OR SQ. FT.)				

6. TOTAL NUMBER OF PARCELS BEFORE AND AFTER LOT LINE ADJUSTMENT

BEFORE:

AFTER:

7. EXISTING OR PREVIOUS USE OF PROPERTY

8. PROPOSED USE OF PROPERTY

DATE

SIGNATURE OF APPLICANT

PRINT NAME OF APPLICANT

AFFIDAVIT OF OWNERSHIP

I (WE) HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I(WE) AM(ARE) THE OWNER(S) OF PROPERTY INVOLVED IN THIS APPLICATION, THAT I(WE) JOIN IN SAID APPLICATION, AND THAT THE STATEMENT AND INFORMATION CONTAINED HEREIN ARE IN ALL RESPECTS TRUE AND CORRECT.

PROPERTY OWNER NAME:

TITLE (IF APPLICABLE):

FIRM (IF APPLICABLE):

PHONE:

ADDRESS:

STREET

CITY

STATE

ZIP

SIGNATURE OF PROPERTY OWNER

DATE

PROPERTY OWNER NAME:

TITLE (IF APPLICABLE):

FIRM (IF APPLICABLE):

PHONE:

ADDRESS:

STREET

CITY

STATE

ZIP

SIGNATURE OF PROPERTY OWNER

DATE

Attach a separate sheet for additional owners using the above format.

APPROVAL

CITY ENGINEER

DATE

OFFICE USE ONLY

DATE RECEIVED:

RECEIVED BY:

FEE PAID:

DATE OF PAYMENT:

APPROVAL CERTIFICATE #:

RECORDING REQUESTED BY:
City of Hollister
AND WHEN RECORDED MAIL TO:
City of Hollister Engineering Dept.
375 Fifth Street, Hollister, CA 95023

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**LOT LINE ADJUSTMENT
APPROVAL CERTIFICATE NO. 2020 -**

WHEREAS, the City Engineer of the City of Hollister did review a request for approval of lot line map showing a change of property boundaries, said map being attached and referred to as Exhibit "A" and a part of this Certificate; and

WHEREAS, the City Engineer does find said lot line adjustment to be in conformance with the Zoning Ordinance of the City of Hollister; further, evidence presented does not indicate a conflict with any known legislation pertinent to said lot line adjustment; and

WHEREAS, the lot line adjustment is described by the attached legal descriptions labeled Exhibit "B", and made a part of the Certificate; and

WHEREAS, approval for the lot line adjustment was granted by City Engineer of the City of Hollister as evidenced by the lot line adjustment application attached and referred to as exhibit "C" and made a part of this Certificate; and

WHEREAS, this certificate shall become valid only after being recorded with the Clerk of San Benito County;

NOTICE IS HEREBY GIVEN that pursuant to Government Code Section 66412(d), and upon application of the undersigned owner(s) of record, the following lot line is hereby approved by the City of Hollister by its City Engineer.

We, as owner(s) of record, hereby acknowledge our consent to the above described lot line adjustment.

OWNER (S): *

(Sign & Print Name) Date: _____

(Sign & Print Name) Date: _____

(Sign & Print Name) Date: _____

*Signature of Owner(s) needs to be notarized /Print Name under Signature Line

Approved by the City of Hollister

City Manager or Designee (Sign & Print Name) Date: _____
City Manager's Signature must be notarized.