DEPARTMENT OF RESOURCE MANAGEMENT

Planning Services Division

675 Texas Street, Suite 5500, Fairfield, CA 94533 Bill Emlen, Director

Phone (707) 784-6765 Fax (707) 784-4805

<u>www.solanocounty.com</u> Michael Yankovich, Planning Manager

LOT LINE ADJUSTMENT APPLICATION

The purpose of a lot line adjustment is to achieve the transfer of land between adjacent properties. This is accomplished by realigning parcel boundaries between two to four contiguous properties. The California Subdivision Map Act sets forth the specific definition (State Government Code Section 66412(d)).

"A lot line adjustment between two to four adjacent parcels, where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed are not thereby created, provided the lot line adjustment is approved by the local agency."

The Zoning Administrator is the decision maker for most lot line adjustments and may approve, conditionally approve, or disapprove applications. All applicants should discuss the proposed lot line adjustment with a member of the Planning Services Division staff prior to application submittal.

A Certificate of Compliance application accompanies a lot line adjustment and is typically filed concurrently with a Lot Line Adjustment application. A certificate of compliance is one of the documents that will memorialize the newly configured lots after a lot line adjustment application is approved. Obtain a copy of a Certificate of Compliance application from the Planning Services Division.

Throughout the process, property owners work with a registered civil engineer or a licensed land surveyor and a Title Company in order to obtain documents necessary to process the application. These documents typically include: preliminary title report, tentative lot line adjustment map, grant deeds, written legal descriptions of the parcels, etc.

THE APPLICATION PACKET INCLUDES THE FOLLOWING:					
	SUBMITTAL REQUIREMENTS				
	PROCESS INFORMATION				
	APPLICATION FORM				
	CONTACT INFORMATION				

For assistance call (707) 784-6765 and ask for the Planner on Duty. Access the Solano County General Plan, Zoning Code and property zoning information online at www.solanocounty.com. Click on the Department of Resource Management then Planning Services.

SUBMITTAL REQUIREMENTS:

1 copy of pre-application notes, if applicable.			
1 copy of completed application form signed by applicant and owner(s).			
1 copy of an Assessor's Parcel Map. Outline the subject parcels in red.			
Available at the Assessor's Department located at the County Administration Center (2 nd floor) or online via www.solanocounty.com . Click on County's Assessor Recorder Department webpage.			
3 copies of a Preliminary Title Report or similar instrument, for each of the subject properties dated within sixty (60) days preceding the filing of the application.			
7 copies of Tentative Lot Line Adjustment Map. The map shall contain, at minimum, the following information:			
 a. the boundaries of all affected parcels, with dimensions. b. location of any existing structures, sewage disposal systems, and wells, with dimensions to existing and proposed lot lines. c. the existing and proposed lot lines labeled and the amount of area to be transferred between property owners. d. the existing and resultant parcel sizes for each affected property. 			
1 - 8 1/2" x 11" reduction of the Tentative Lot Line Adjustment Map			
2 clear and legible copies of a recorded deed conveying each parcel as a separate legal lot of record [including owner names, dates of transfer, and description of the lot(s)] dated <u>prior</u> to January 29, 1959. Each deed submitted must be clearly marked to indicate which lot it describes.			
OR			
2 copies of a subdivision map recorded <u>after</u> August 14, 1929 creating the parcel.			
OR			
Other required documentation, as approved by the Planning Division prior to the submittal of this application, demonstrating the legality of the subject lots.			
Electronic copies of all materials in CD format (pdf or jpeg).			
Filing fee which includes the Certificate of Compliance fee. Note that environmental review fees may be collected upon Planning Staff review. Please consult the fee schedule or contact Planning Services at (707) 784-6765 for current filing fees. Cash, ATM/Debit or check made payable to Solano County are accepted.			

PROCESS INFORMATION

DECISION

In order to approve a lot line adjustment application the Hearing Body must make the following findings:

- a) The adjustment is consistent with applicable building ordinances, and that either (1) all of the resulting lots will conform to all applicable zoning requirements, or (2) no conforming lot will be made nonconforming with applicable zoning requirements and the adjustment will not reduce the aggregate area of all affected lots which do not meet the minimum area requirements of their zoning designations;
- Approval of the lot line adjustment will not create a greater number of parcels than originally existed;
- c) A 'Tax Collector's Certificate' signed by the Solano County Tax Collector, stating that there are no liens against the properties or any part thereof for unpaid State, County, municipal or local taxes or special assessments collected as taxes, except taxes or special assessments not yet payable, and stating that security has been filed with the Clerk of the Board of Supervisors for the estimated taxes which are a lien on the property but not yet payable for taxes and special assessments, and stating that security satisfying requirements of Section 66493 of the Subdivision Map Act has been provided. (This finding can be made if the approval is conditioned to require the Tax Collector's Certificate prior to recordation of the Certificate of Compliance.)

AGRICULTURAL PRESERVE/CALIFORNIA LAND CONSERVATION OR WILLIAMSON ACT CONTRACT

Properties under an Agricultural Preserve or Williamson Act Contract shall comply with the Solano County's Uniform Rules and Procedure Governing Agricultural Preserves and Land Conservation Contracts. A copy is available on line at www.solanocounty.com or contact the Planning Services Division at (707) 784-6765.

Properties currently under Notice of Non Renewal of the Williamson Act Contract are **not eligible to apply for a Lot Line Adjustment** pursuant to the Solano County's Uniform Rules and Procedure Governing Agricultural Preserves and Land Conservation Contracts.

APPEALS

Any person or party aggrieved or affected by any determination of the Hearing Body may file an appeal pursuant to Section 28.112 of the Solano County Zoning Regulations. The appeal must be in writing outlining the specific reasons for the appeal must be filed within ten days of the decision being appealed.

CERTIFICATE OF COMPLIANCE

In order to finalize an approved Lot Line Adjustment application, a Certificate of Compliance demonstrating that the subject lot line has been adjusted according to State and County regulations shall be recorded. This Department will ultimately prepare the appropriate Certificate of Compliance for your property. In order to facilitate this step, written legal description(s) of the parcel(s) shall be submitted to the Planning Services Division. Each page of the legal descriptions must be prepared,

signed, and sealed by a registered land surveyor or civil engineer licensed to survey in the State of California.

Upon approval of the legal descriptions by the Planning Services Division, a Certificate of Compliance will be prepared and forwarded by the Planning Services Division to the Title Company/Escrow Officer identified on the Lot Line Adjustment application, with instructions to the Title Company/Escrow Officer to prepare new grant deeds reflecting the property boundaries as adjusted, and to record the Certificate of Compliance concurrently with the new grant deeds.

In addition, prior to recordation of the Certificate of Compliance, the applicant must obtain a Tax Certificate letter from the Solano County Tax Collector. This document is submitted to the Solano County Assessor/Recorder along with the Certificate of Compliance and indicates that there are no unpaid real property taxes on the property to be transferred. The Tax Certificate letter should generally be obtained after the Lot Line Adjustment application has been approved.

PERMITS AND CONTACTS

The Department of Resource Management issues several permits necessary for the construction of your development or opening your business. We are available to assist you 8 am to 5 pm, Monday through Friday.

Bill Emlen, Director WFemlen@solanocounty.com

Terry Schmidtbauer, Assistant Director Tschmidtbauer@solanocounty.com

BUSINESS LICENSE

Businesses located within the unincorporated area of Solano County

Diane Gilliland (707) 784-3176 djgilliland@solanocounty.com

Prior to applying for a business license, please contact the Planner on Duty (707) 784-6765, to determine if the property is zoned for your business.

BUILDING AND SAFETY DIVISION

David Cliche, (707) 784-4705 DWCliche@solanocounty.com

Building Permits and Certificate of Occupancy

Virgina Bugbee (707) 784-3146 VEBugbee@solanocounty.com

ENVIRONMENTAL HEALTH DIVISION

Terry Schmidtbauer (707) 784–3308 TSchmidtbauer@solanocounty.com

Hazardous Materials Management Plan

Matt Geisert (707) 784-3314 MGeisert@solanocounty.com

Sewage Disposal System and Water Well permits

Jeffery Bell (707) 784-3302 JBell@solanocounty.com

Retail food facilities and commercial kitchen permits

Ricardo Serrano (707) 784-3179 RSerrano@solanocounty.com

PUBLIC WORKS ENGINEERING DIVISION

Mathew Tuggle (707) 784 -6072 MRTuggle@solanocountv.com

Encroachment Permits

Greg Meeks (707) 784-6077 GLMeeks@solanocounty.com

Final Map, Parcel Map and Improvement Plans

James Mangini (707) 784-3128 Jmmangini@solanocounty.com

Grading and Drainage Permits

Nick Burton (707) 784-3155 NSburton@solanocounty.com

PLANNING SERVICES DIVISION

Mike Yankovich (707) 784–3159 MYankovich@solanocounty.com

Contact the following persons regarding general process information. For active planning applications, please contact the assigned project planner or call (707) 784-6765 to find out which planner has been assigned to a specific project.

Subdivisions (Major and Minor), Housing Programs, Matt Walsh (707) 784-3168
Middle Green Valley Specific Plan mwalsh@solanocounty.com

General Plan Amendment, Zone Changes, Policy Plan Overlay,
Performance Standards, Architectural Reviews

Jim Leland (707) 784-3166

JHLeland@solanocounty.com

Use Permits, Reclamation Plan, Karen Avery (707) 784-3165
Marsh Development Permit, Variance KMAvery@solanocounty.com

Subdivision (Major and Minor),
Agricultural Preserve/Williamson Act Contract
NNFerrario@solanocounty.com

Lot Line Adjustment, Waivers, Mobilehome Storage Permit,
Oil and Gas Well Permit, Certificate of Compliance,
Parcel Merger, Geographic Information Systems

Eric Wilberg (707) 784-3167

EJWilberg@solanocounty.com

Integrated Waste Management Planning

Green Business and Recycling Program

Local California Integrated Waste Management Task Force

Narcisa Untal (707) 784-3172

NUntal@solanocounty.com

Local Suisun Marsh Protection Plan

Mike Yankovich (707) 784 - 3159

MYankovich@solanocounty.com



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LOT LINE ADJUSTMENT APPLICATION

For office use only: Application No:	Hrg: ZA	Date Filed:	Plnr:
Project Name:			***************************************
Subject Site Information (add additional sheet	ts if necessary)		
Assessor Parcel Number:		Size:	(acres)
Site Address:	City:	State:	Zip:
Property Owner Name:			AMENGE DE AL VIA
Mailing Address:	City:	State:	Zip:
Email Address:	Phone:		
Assessor Parcel Number:		Size:	(acres)
Site Address:	City:	State:	Zip:
Property Owner Name:			
Mailing Address:	City:	State:	Zip:
Email Address:	Phone:		
Contact Information			
Applicant/Company Name:			
Contact Name:	Phone:	Email:	
Mailing Address:	City:	State:	Zip:
Engineer/Surveyor Company Name:	·		
Contact Name:	Phone:	Email:	
Mailing Address:	City:	State:	Zip:
Title/Escrow Officer:			
Name:	Phone:	Email:	
Mailing Address:	Citv:	State:	Zip:

1	Project Narrative			
	Describe the type of development, proposed uses/business, phases, changes or alterations to the property or building and intent or purpose of your proposal clearly. Attach additional sheets as necessary.			
		······································		

	General Plan, Zoning and Utilities: neral Plan, Zoning or Williamson Act Contract information is ava	ilable at our offices or can be obtained by visiting		
ww	w.solanocounty.com. Click on the "Interactive Map" icon, then s	search by address or assessor parcel number.		
C	urrent General Plan Designation:	Current Zoning:		
P	oposed General Plan Designation:	Proposed Zoning:		
C	urrent Water Provider:	Current Sewage Disposal:		
	oposed Water Provider:	Proposed Sewage Disposal:		

3	V	Villiamson Ac	t Contract			
A	A. 1	s any portion o	of the property	y under Williamson Act Contract?	Yes	□No
		If yes, Contra	act No	please provide a	сору.	
				der contract are subject to the Solar eserves and Land Conservation Com		rm Rules and Procedures
E	3. A	-	_	onservation, open space or similar ea lude Williamson Act contracts)	asements affectin	g the use of the project site?
		Yes	☐ No	if yes, please list and provide a	сору.	
4	<u>A</u>	dditional Bac	kground Info	ormation		
A	۹. ۱	Does the propo	osal propose tl	the demolition or alteration of any e	existing structures	on the subject site?
		Yes	☐ No	If yes, please describe in the pr	roject narrative.	
E	3. l		•	uired from Solano County and/or of and Game permits, etc.)	ther local, state, f	ederal agencies (i.e. building
C	C. I	•	•	oproved projects located on the pro project and date of approval.	perty (i.e. Use Pe	rmit, Parcel Maps, etc). Identif
C	D.	List any known hazardous ma		ly prepared reports for the project (i.e. biological surv	vey, traffic study, geologic,
E		Is HUD funding	g anticipated? The type of fu	using and Urban Development (HUD Yes No Funding (i.e. CDBG grant, HOME, Inv	estment Partners	

)	Existing Conditions			
	znotting corrections			
for sto oje	rmation on existing land uses, u orical, or scenic aspects, and a	nique physical and topographic f ny other information which wo ear, representative color photogr	they presently exist; including but in eatures, soil stability, plants and ani- ould assist the Department in under eaphs may be submitted to show the	imals, cultural erstanding the
۹.	Project site:			

3.	Surrounding properties:			

_				
2.	Existing use of land:			
)	Describe number and type of	existing structures:		
•		Type/Number	Square Feet	
	Residential	туре/киппьет	Square reet	
	Agricultural	0.0 C C C C C C C C C C C C C C C C C C		
	Commercial			
	Industrial			
	Other			
	Other			
	.			
	Describe existing vegetation of	n site, including number and type	e of existing trees.	
•				

G.	Slope of property:						
	Flat or sloping	(0 - 6% slope)		acres			
	Rolling	(7 - 15% slope)		acres			
	Hilly	(16 - 24% slope)		acres			
	Steep	(> 24% slope)		acres			
Н.	Describe existing draina	ge conditions on site. Ind	licate direction	on of surface flows, adjacent parcels affected.			
۱.	Describe land uses on a	Describe land uses on adjacent parcels (specify types of crops if agricultural).					
	North		South				
	East		West				
J.	Distance to nearest resi	dence(s) or other adjacen	t use(s):	(ft/mi)			
K.	Describe and indicate location of any power lines, water mains, pipelines or other transmission lines which are located on or adjacent to the property.						
L.	Describe number and location of natural creeks or water courses through or adjacent to the property. Specify names (if any). Indicate whether ephemeral (brief flows following rains), intermittent (seasonal flows during we season), or perennial (year-round flows).						
М.	Describe number and location of man-made drainage channels through or adjacent to the property. Specify names, if any.						
N.	Identify and describe any on-site or adjacent marshes, wetlands, vernal pools, wet meadows, riparian (i.e. dependant on water bodies) vegetation, etc.:						
Ο.		ensitive, rare, threatened, mity which may be affect		red animals, plants, or habitats on the project site oject?			
	YesNo	Don't Know	If yes, pleas	e list:			
Р.	Describe existing vehicle	e access(s) to property:					

Q.	Q. List and describe the nature and location of all existing easements serving or affecting the property, including access, utility, and other public or private easements (see deed or recent preliminary title report). ——————————————————————————————————					
R.	List and describe any freestanding and attached signage on the property. Describe the dimensions, area and height. Include the location on the site plan.					
6	Proposed Changes to the Site					
A.	Topography and grading (attach copy of grading plan showing existing and proposed topography and drainage patterns.)					
	i. Percent of site previously graded:%.					
	ii. Project area (area to be graded or otherwise disturbed):sq. ft./acres.					
	iii. Estimate amount of soil to be moved (cut and/or fill):					
	Less than 50 cubic yds ³ More than 50 cubic yds ³ More than 1000 cubic yds ³					
	iv. Estimate amount of soil to be:					
	Importedyd ³ Exportedyd ³ Used on siteyd ³ .					
В.	Number, size and type of trees, and type and quantity of vegetation to be removed. (size of trees = diameter at 4ft. above grade)					
C.	Number, type and use of existing structures to be removed, and removal schedule:					
D.	Describe proposed fencing and/or visual screening (landscaping):					
E.	Proposed access to project site (road name, driveway location, etc.):					
F.	Proposed source and method of water supply:					
G.	Proposed method of sewage disposal (specify agency if public sewer):					

. Pr —	rovisions for	solid/hazardous waste d	lisposal (specify company or ag	ency if applicable):	
Lis	st hazardous	materials or wastes han	idled on-site:		
Du	uration of co	nstruction and/or anticip	pated phasing:		
	, ,	ed use be affected by or ndustrial) and distance t	r sensitive to existing noise in to o noise source.	he vicinity? If so, descr	ibe source
7	Proposed S	Site Utilization			
RI	ESIDENTIAL I	PROJECTS			
1.	Number of	structures: Sing	gle Family: Multi-famil	y: Accessor	y:
	If multi-fami	ily, number of units:	Maximum height:		
2.	Signage:	Freestanding:	Dimension(s):	Area:	(sa. ft.)
	1.661		Dimensions(s):		
NC	ON-RESIDENT	Γ ΙΑL PROJECTS (Comme	rcial, Industrial, Agricultural, Ot	her)	
		ige:			
1.	Lot covera	.00.			
1.		-	(sq. ft) Surfaced are	ea:(sc	ı. ft)
1.	Building co	-		ea: (sc	ı. ft)
1. 2.	Building co	overage:	(sq. ft)	ea: (sc	1. ft)
	Building co Landscape Total floor	overage:ed or open space:	(sq. ft) (sq. ft)	ea: (sc	
2.	Building co Landscape Total floor Number o	overage:ed or open space:	(sq. ft) (sq. ft)		
2.	Building con Landscape Total floor Number of Proposed Days:	overage:ed or open space:ed or open space:ef area:ef stories:ehours of operation:	(sq. ft) (sq. ft)	eight:	(ft.)

5.	Proposed construction schedule:
	Daily construction schedule: froma.m./p.m. toa.m./p.m.
	Days of construction:
6.	Will this project be constructed in phases? Describe:
7.	Maximum number of people using facilities:
	At any one time:Throughout day:
8.	Total number of employees:
	Expected maximum number of employees on site:
	During a shift:During day:
9.	Number of parking spaces proposed:
10.	Maximum number of vehicles expected to arrive at site:
	At any one time:day:
11.	Radius of service area:
12.	Type of loading/unloading facilities:
13.	Type of exterior lighting proposed:
14.	Describe all anticipated noise-generating operations, vehicles or equipment on-site.
15.	Describe all proposed uses which may emit odors detectable on or off-site.
16	Describe all proposed freestanding and wall signage. Include the dimensions, area and height.
٠.	

Indicate the following items applicable to the project or its effects. Discuss in Section 9 all items checked "Yes" or "Maybe". Attach additional sheets as necessary.

		YES	MAYBE	NO
A.	Change in existing natural features including any bays, tidelands, lakes, streams, beaches, natural landforms or vegetation.			
В.	Change in scenic views or vistas from existing residential areas, public lands or roads.			
C.	Change in scale, pattern or character of general area of project.			
D.	Increased amounts of solid waste or litter.			
Ε.	Dust, ash, smoke, fumes or odors on site or in vicinity.			
F.	Change in ground water quality or quantity.			
G.	Alteration of existing drainage patterns, or change in surface water quantity or quality.			
Н.	Change in existing noise or vibration levels.			
1.	Construction on filled land or construction or grading on slopes of 25% or more.			
J.	Storage, use or disposal of materials potentially hazardous to man or wildlife, including gasoline and diesel fuel. (See Environmental Health Division for assistance or information).			
K.	Increase in demand for public services (police, fire, water, sewer, etc.)			
L.	Increase in fossil fuel consumption (electricity, natural gas, oil, etc.).			
M.	Change in use of or access to an existing recreational area or navigable stream.			
N.	Change in traffic or vehicular noise on road system in immediate vicinity.			
0.	Increased hazards for vehicles, bicycles or pedestrians.			
Р.	Removal of agricultural or grazing lands from production.			
Q.	Relocation of people.			

a	Additional	Information	by Applicant
	Auullional	mmuniation	DV ADDIICAIII

In order to make this application COMPLETE, please submit any additional data, information or special study reports that may be necessary to determine whether the project may have significant effect on the environment or to evaluate any adverse impacts, and to determine how they may be mitigated. Add additional pages as necessary.

10 Information Verification - Signed by Owner and Applicant

Owner signature:

Owner and Applicant must sign below certifying that all information is to the best of his/her knowledge true and correct.

If the applicant is not the owner of record of all property included in this application, the signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting information. Additionally, the undersigned does hereby authorize representatives of the County to enter upon the above mentioned property for inspection purposes. This certification acknowledges that if the project exceeds double that of the application fee, applicants are subject to the hourly billing rate of staff time. You will be notified if the project is approaching this threshold.

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date: ____

PRINTED NAME:	
Owner signature:	Date:
PRINTED NAME:	
Applicant signature:	Date:
PRINTED NAME:	
	For Office Use Only
Planning Permit Fee(s)	Environmental Review Fees
\$ \$ \$ \$ \$	Initial Study Archaeological Study (Sonoma State NWIC) Negative Declaration CA Fish and Games (ND or EIR) Initiate EIR Mitigation Monitoring Plan Total S
Fotal Fees Paid (P + E) \$	Receipt No.:
taff verify: Zoning: GP La	and Use & Consistency:
omments:	Staff/Date: