



COMMUNITY DEVELOPMENT DEPARTMENT

Community Development Department
Planning Services Division
300 Seminary Avenue
Ukiah, CA 95482
Phone: 707-463-6203
Email: planningdivision@cityofukiah.com

Lot Line Adjustments (LLA)

Definition

A Lot Line Adjustment is the transfer of property by deed to a respective owner or owners of contiguous property for the purpose of adjusting a boundary line and not for the purpose of creating an additional lot or parcel.

Submittal Requirements

- Completed and signed Planning Permit Application Form
- All items indicated in the Planning Permit Application Form for a LLA
- Existing and Proposed Site Plan/Boundary Map with the following information:
 - Existing and proposed property lines with dimensions
 - Approximate square footage of each proposed lot
 - Proposed lot layouts and dimensions for each lot
 - Existing easements and right(s)-of-way
 - Existing and proposed driveway access
 - Existing and proposed utilities (water, gas, sewer and electric)
 - Contours based on the average slope of the lot
 - Name, address, and phone number of the property owner, subdivider, and engineer or land surveyor preparing the map
 - Date map was prepared, north arrow and scale
 - The approximate location of areas subject to inundation, including but not limited to: existing or proposed lakes, ponds, springs, reservoirs and the location, width and direction of flow of all significant watercourses or culverts
 - The outline of any existing building to remain in place and their approximate locations in relation to existing and proposed boundaries
- If requested by the City Engineer, a Preliminary Title Report of all properties to be adjusted prepared within 6 months of the date the Lot Line Adjustment may be necessitated.

LLA Requirements

Ukiah City Code Division 9 (Planning and Development), Chapter 1 (Subdivisions), Article 17.1 (Lot Line Adjustments) Article 17.2 (Lot Mergers) includes requirements for the application, processing, approval, and completion of lot line adjustments.

In accordance with the Subdivision Map Act Section, lot line adjustments must meet the following requirements:

- Consistency with the general plan, any applicable specific plan, zoning and building ordinances;
- Adjustment is between four or fewer existing adjoining parcels; and
- Adjustment will not create more lots than existed prior to the LLA (may result in fewer lots).

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LLA Conditions of Approval

In accordance with the Subdivision Map Act the following conditions of approval may be placed on a lot line adjustment approved by the City as necessary to:

- Conform to the general plan, applicable specific plan, zoning and building ordinances;
 - Require prepayment of real property taxes prior to approval of the LLA; or
 - Facilitate the relocation of existing utilities, infrastructure, or easements.
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Recommendations

Prior to submitting an application, applicants are encouraged to do the following:

- Discuss your project with Staff prior to submitting an application.
 - Notify surrounding property owners of the proposed project.
 - **If you have a Deed of Trust on your property, it is strongly recommend that you discuss the feasibility of the project with your lender, who may impose special loan requirements on the lot line adjustment. A revised Deed of Trust and Partial Reconveyance may take several months for the lender to process, and cost \$1,000 or more in fees. Early coordination with your lender will help to avoid unexpected problems, delays, and expenses.**
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Post Approval

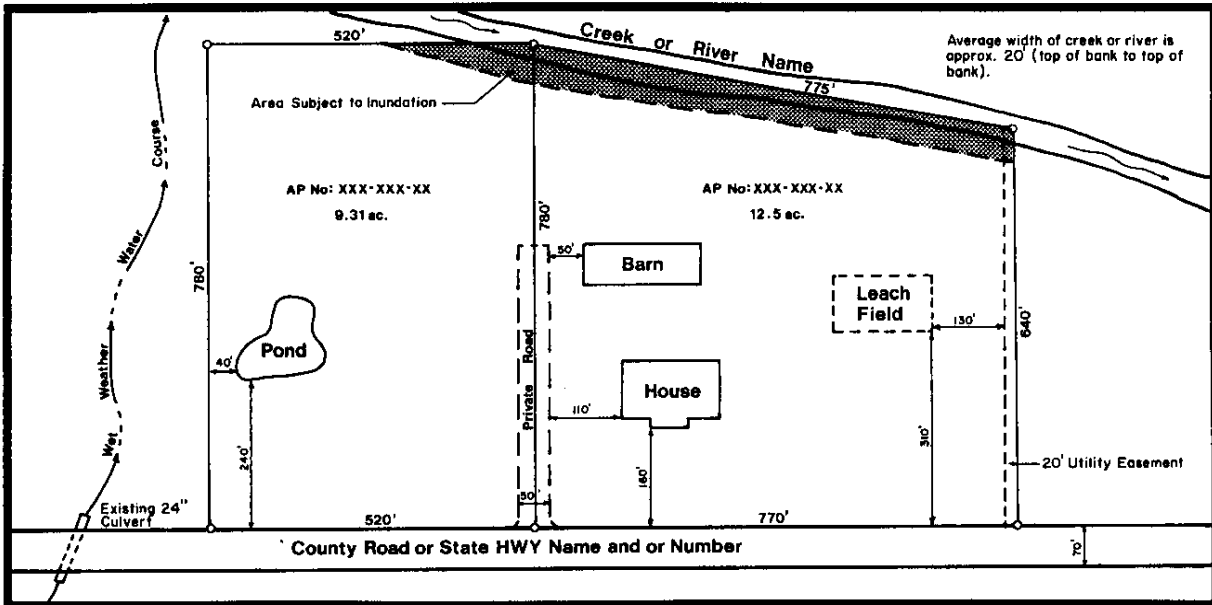
After the approval of a Lot Line Adjustment, the applicant will be required to prepare the draft deeds and legal descriptions of the proposed LLA, but it is suggested that these are submitted with the application. These documents shall be submitted to the Department of Public Works for review and approval. Additional fees for review and recording of the finalized LLA documents will be required when the documents are recorded with the County of Mendocino Clerk/Recorder.

City of Ukiah Contacts

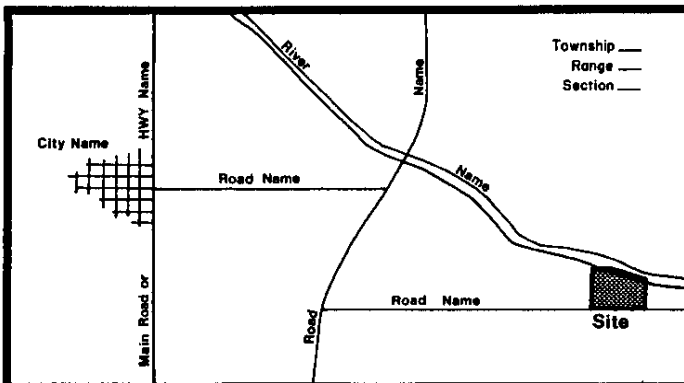
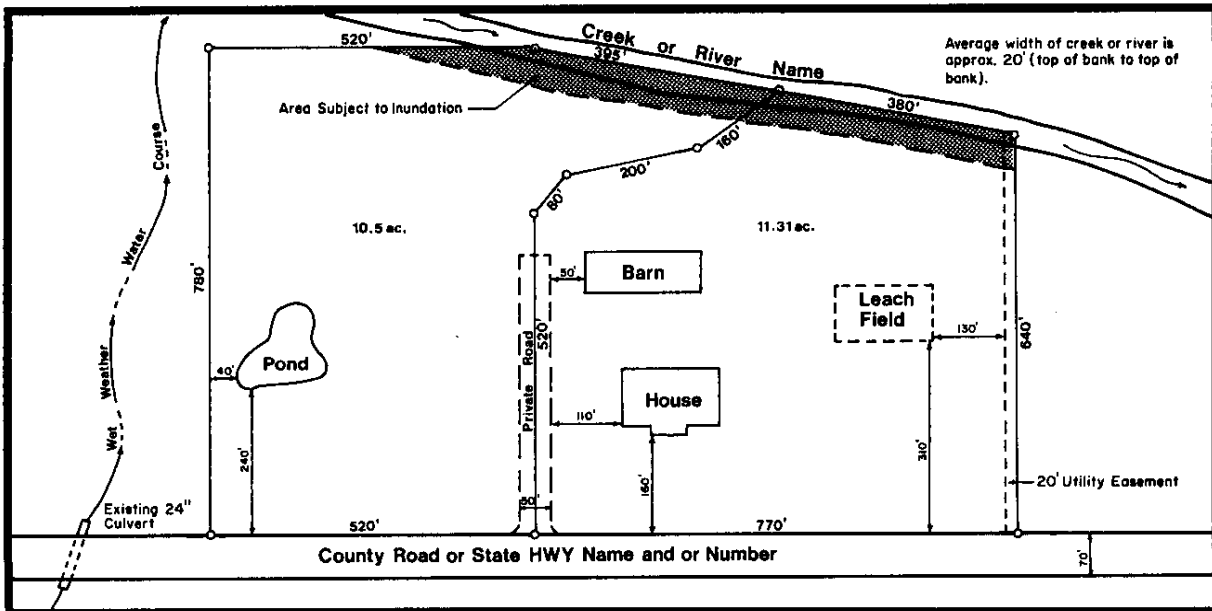
Jesse Davis, Planning Manager, Community Development	(707) 463 - 6207	jdavis@cityofukiah.com
Tim Eriksen, City Engineer, Public Works	(707) 463 - 6280	teriksen@cityofukiah.com

SAMPLE: Boundary Line Adjustment Map

Existing Parcel Configuration



Proposed Parcel Configuration



0 200 ft. Scale

- Note: 1. The boundaries of land to be transferred are to be marked in red.
2. The map and its elements (excluding the location map) must be drawn to the scale shown on the particular map.
3. Actual image size of your map may be larger than this example. However the minimum sheet size is 8.5" x 11".
4. Refer to the application form for specific map content requirements.

Owners: Name
Address
Phone No.

Map Prepared by: Name
Address
Phone No.

Map prepared on August 26, 1992