



APPLICATION FOR LOT LINE ADJUSTMENT

The purpose of Lot Line adjustment:

To provide a comprehensive review process when someone alters the physical dimensions of a legal lot of record. The comprehensive review includes contact with various City departments and other agencies, as applicable, which may have comments that affect the alteration.

Please type or print

GENERAL INFORMATION

Project Name _____

Site Address _____

Assessor's Parcel Number(s) _____

This application is for:

- Lot Line Adjustment
- Subdivision for Condominiums

SPECIFIC INFORMATION

Briefly explain the proposed request. Attach additional pages if necessary.

APPLICANT

The above information, to the best of my knowledge, is true and correct.

Applicant _____	Mailing Address _____
	City _____ State _____ Zip _____
	Phone _____ FAX _____
Signature _____	Date _____

The applicant will be considered the primary point for correspondence and contact from the City unless other arrangements are made in writing.

PROPERTY OWNER

I declare that I am the owner of the herein-described property and that I have familiarized myself with this completed application and give consent to the action requested.

Property Owner _____	Mailing Address _____
	City _____ State _____ Zip _____
	Phone _____ FAX _____
Signature _____	Date _____

If more owners, provide additional sheets

COUNTER STAFF

Fee amount: Paid _____ Received by _____ Date _____

PLANNING STAFF

Zoning classification _____
Community Plan _____
Community Plan use designation _____
Plan Area Statement _____

Information for filing a complete application

Each application shall contain the following checked information. Some applications may require additional information. Consult with the counter planner (542-6020) to determine whether additional materials are required. If any required information is not provided, the application will not be accepted.

- Completed application form, with the property owner(s) signature(s), including all parties holding a title interest

- Description
Example: "I am requesting to modify the lot line between APN xx-xxx-xxx and APN xx-xxx-xxx . The resulting parcels will be _____ square feet and _____ square feet."

- Tentative Subdivision Map or Exhibit Map (Lot Line Adjustment), drawn to scale, showing the existing conditions and the proposed lot changes.
Submit three copies of map: 1) File
2) Planning
3) Engineering

- Vesting or Grant Deeds to subject properties

- Preliminary Title Reports (applicant can obtain from Title Company)

- Transfer and Resultant Legal Descriptions

- Closure Calculations

- Application Fee

- Environmental Checklist

- Tahoe Regional Planning Agency written approval (must be submitted prior to City approval)

- Other Information:

The process:

Upon submitting the completed appropriate Lot Line Adjustment Subdivision of Condominiums Application, the counter person will inspect the application to see if all the required information is present.

Once received, the application will be routed through the Development Review Team (DRT) for review of the following:

1. Review the application to determine if the information provided is complete. If not complete, the application will be returned and the processing will be stopped until all required items are provided.
2. Environmental:
 - Review the Environmental Checklist and determine which of the three types of environmental documents are required for the project (Categorical Exemption, Negative Declaration or an EIR).
 - If the project is Categorically Exempt, the staff can complete the project review.
 - If the project is either a Negative Declaration or an EIR, the project review cannot be completed until the environmental process is finished. The results of the environmental process must be included within a revised project description. At that point, staff can complete its review.
3. Project Routing: Staff will send the request to various City departments for their review and comments. Their review could look at such issues as:
 - Engineering - street related problems
 - Public Works - snow removal problems
 - Planning- zoning issues
 - Fire - adequate fire fighting access

In the course of the staff review, there may be a need to request additional information from a specific agency. That correspondence will also be included within the staff analysis.

All Lot Line Adjustments must have a separate Tahoe Regional Planning Agency Review and Approval.

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