



SUSANVILLE COMMUNITY DEVELOPMENT DEPARTMENT

66 North Lassen Street, Susanville, CA 96130

Phone: (530) 252-5117 ♦ Fax (530) 257-4725

www.cityofsusanville.org

LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS

Items Required for Submittal:

- Completed and signed application
- Environmental questionnaire completed and signed
- Current preliminary title report dated within the last 3 months
- Copy of recorded maps that affect the project
- Copy of any deeds that may affect the property
- Lot Line Adjustment Map
- Closure calculations
- 6 full size copies 18"x26" or 11"x17" and one reduced reproducible copy 11"x17" in size
- Fees: see fee schedule

Map and Map Contents:

- The map shall have a sheet size: 18" x 26" or 11"x17"
- Scale: 1" = 50', 1" = 40', 1" = 30', 1" = 20' or 1" = 10' (unless otherwise approved by CCD)
- North Arrow
- Title Block must include: Lot Line Adjustment No. _____
For ____ (Owner's Names) _____
Project address or location
Name, address of preparer
Phone/fax number of preparer
Date drawn and date of each revision
- Assessor's Parcel Number(s)
- All project boundary lines must be clearly dimensioned and be shown with a heavy dark line

- Existing interior lot lines shall be dimensioned and be shown with a light dashed line
- Proposed property lines shall be dimensioned and shown with a heavy dashed line
- Each parcel shall be identified and the existing and proposed acreage or square footage shall be noted.

For example:

Existing Parcel A - 8,000 sf Resultant Parcel A - 7,500 sf

- All existing on site buildings shall be dimensioned and the location of the building shall be tied to the property lines with proper dimensions.
- All existing structures and uses adjacent to and within 50 feet of the site
- All existing trees with a trunk diameter of 4 inches or larger shall be located and shown and the size noted
- All drainage courses and waterways shall be shown
- Existing utility locations such as sewer, water, natural gas, storm drains, fire hydrant, etc shall be shown
- Street Names
- Existing streets, street improvements such as curb gutter and sidewalk and existing driveways
- Existing and proposed easements pertinent to the project

NOTES:

1. Once the project is approved by the City of Susanville a letter of approval with instructions and the Lot Line Adjustment Certificate along with tax forms the applicant for signature.
2. Once all necessary forms are returned to the City the Lot Line Adjustment Certificate will be recorded with the Lassen County Recorder.