



City of Susanville, Planning Division  
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
- Two (2) maps of 11"x17" in size
- Fees: see fee schedule

### Map and Map Contents:

- The map shall have a sheet size: 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 four (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:**

- I. 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.
- II. Once all necessary forms are returned to the City the Lot Line Adjustment Certificate will be recorded with the Lassen County Recorder.

1. The application form, plans, title report, legal descriptions and application fee are submitted to the City Planning Division. (See Lot Line Adjustment Submittal requirements.)
2. The Planning Division staff reviews the application form and proposal plans to insure the materials contain all of the information required. This usually takes five to ten working days depending upon workload. State law authorizes the City up to 30 days for review. The City must advise the applicant(s) in writing of any missing information within 30 days of submittal.
3. Once the application is determined to be complete for processing the materials are sent to the Public Works Department for review and comments. If necessary, other affected City Departments and public utility companies (LMUD, SCSD, Frontier, etc.) may also be asked to review and comment on the proposal. General comments are return to the Planning Division within two weeks.
4. The Planning Division and City Engineer will review the proposed lot line adjustment for compliance with the Subdivision Map Act, the Susanville Zoning Ordinance and the Susanville Building Code. If the proposed lot line adjustment is not acceptable the application may be denied or conditioned so that modifications to the proposal make it acceptable. The decision of the Planning Division may be appealed to the Planning Commission.
5. If the proposed lot line adjustment is acceptable, the application is approved with or without conditions.
6. Following approval of a lot line adjustment, the applicant will be notified by mail and must complete the following to complete the lot line adjustment:
  - ✓ A "Certificate of Lot Line Adjustment" is prepared by the Planning Division. The certificate must be signed by all affected property owners and notarized.
  - ✓ Grant deeds for all new properties must be prepared.
  - ✓ Any existing deeds of trust affecting the property must be modified to reflect the new legal descriptions for the parcels.
  - ✓ All payable current, delinquent, and supplemental property taxes for all properties involved in the Lot Line Adjustment must be paid. A form to be completed by the County Tax Collector will be provided by the City.
  - ✓ The completed certificate, deeds, and tax form must be returned to the Planning Division with appropriate County filing fees. If all documents are in order and any other conditions imposed on the proposal are completed, staff will sign the certificate and cause recordation of the certificate and deeds with the Office of the Lassen County Recorder.

NOTE: It is recommended that a title company be used to identify any Deeds of Trust which must be revised and to help make the exchange of property between owners go smoothly.

6. Although not required, the property owners are strongly encouraged to have the adjusted parcels surveyed by a licensed surveyor, new property corners set and a Record of Survey Map recorded.
7. Recordation of the Certificate of Lot Line Adjustment and new Grant Deeds completes the Lot Line Adjustment process.