



# CITY OF WHEATLAND

111 C Street, Wheatland, CA 95692

Phone: 530-633-2761 Fax: 530-633-9102

## **LOT LINE ADJUSTMENT APPLICATION PROCESS**

### **APPLICABILITY**

The lot line adjustment process is described in Section 17.01.080 of the Wheatland Municipal Code (Title 17 SUBDIVISIONS, also referred to as the Subdivision Ordinance).

### **PURPOSE**

The lot line adjustment process is intended solely for adjustment in the boundary lines between two or more parcels in instance where no additional parcels are created. This process may also be used to dissolve property lines.

Due to the relatively simple nature of lot line adjustments, applications are handled administratively (i.e. principally the City Engineer) in order to expedite processing. Referral to the Planning Commission and City Council is not required, except in instances of an appeal of an administrative determination, in which case the application will be referred to the City Council.

### **PROCESS**

#### **1. Pre-application Review (optional)**

This is an optional step recommended by staff. This step can include a review of a preliminary plans and/or a meeting with City staff as a means of providing initial feedback to the prospective applicant. Staff may provide feedback in verbal and/or written form. Any feedback provided at this preliminary only, and subject to further refinement or change in the formal review process.

A cash deposit is required to cover City consult staff time which will be billed to the prospective applicant at prevailing hourly labor rates.

#### **2. Application Completeness Check**

- a. Applicant submits all material as required by the Subdivision Ordinance, Universal Planning Application Form, plans, other written materials, and all required fees and deposits. Two (2) copies of all materials are required.
- b. Within 30 days of submission at City Hall, the City Engineer previews application materials in order to determine whether the application includes all information required by the
- c. Subdivision Ordinance. At his discretion, the City Engineer may refer application materials to the Planning Director, or other staff, to obtain options regarding application completeness.

- d. If the application is deemed to be incomplete, the City Engineer will provide a written explanation of deficiencies to the applicant within 30-day review period. The 30-day review period re-starts once addition materials are submitted.
- e. Following notification of the applicant, incomplete applications are held without processing until such time as all deficiencies are corrected. (All administrative decisions are subject to appeal, as set forth herein and the Wheatland Municipal Code.)

### **3. Application Processing**

- a. Once the application has been deemed complete, the City Engineer may direct City Hall staff to distribute materials to selected staff with a transmittal memorandum from the City Engineer which specifies the date by which response is needed, and any other relevant information. (Referral to other staff may not be necessary)
- b. Each staff member provided a set of application materials evaluates the application in accordance with his area of responsibility, in accordance with standards contained in the Subdivision Ordinance.
- c. Staff members provide written comments and recommendation to the City Engineer within the time frame specified in the transmittal memorandum.
- d. The City Engineer makes an environmental determination, as required by the California Environmental Quality Act (CEQA). In most instances, lot line adjustments are expected to be categorically exempt from the requirements of CEQA. If, in the judgment of the City Engineer, the application is not categorically exempt the application will be referred to the Planning Department for preparation of Initial Study, pursuant to CEQA requirements.
- e. Upon finding that the lot line adjustment request complies with City regulations. The City Engineer executes a City Engineer's Certificate approving the adjustment.
- f. Upon execution of City Engineer's Certificate Approving Lot Line Adjustment, City Engineer shall forward approve legal description(s) and executed Certificate to owner's title company for recording. Upon recording, Title Company shall forward copies of recorded Certificate of Approval and new grant deeds to City Engineer. It is the responsibility of the applicant and/or the applicant's title company, to assure recordation of the Certificate and new deeds within the 81-day approval period.

### **APPEALS**

Administrative decisions may be appealed to the City Council within ten (10) days of staff's determination

### **SUBMITAL REQUIREMENTS**

A complete application consists of the required application form, plans, documentation and required fees and deposits, as described below.

## **1. Forms:**

Universal Planning Application Form with Lot Line Adjustments Number obtained from Yuba County Planning Department.

## **2. Plans:**

A plat (on paper 8 ½ x 11 or larger) drawn to scale and prepared by a resisted civil engineer or land surveyor shall include the following information:

- a. Current and proposed parcel lot line configurations. (All parcels should be identified with a number or letter.)
- b. Locations and dimensions of all existing and propped above-ground structures, and all underground structures, including well and septic tanks.
- c. Names, locations, and widths of all adjoin streets.
- d. Locations and widths of all recorded easements.
- e. Names and addresses of all record owners
- f. Name and address of plat preparer.
- g. Lot Line Adjustment Number (obtained from Yuba County Planning Department)
  - Note: All plans must be folded by the applicant to size of 8 ½ x 11". Two (2) sets are submitted initially.

## **3. Documentation**

The following documents shall accompany the application:

- a. Current Parcel Map Guarantee for all properties affected.
- b. Title report (prepared within the past 6 months.)
- c. Legal description of proposed parcel configurations prepare by a registered civil engineer or land surveyor.
- d. Owner or owner's representative shall provide confirmation of written request to the County Assessor for boundary line adjustment. (See attached form)

## **4. Required Fees and Deposits**

Consult City Hall for current fees and deposit requirements.

## **TIME REQUIRED FOR PROCESSING**

Following are processing time limits established by state law:

- Maximum time to determine application completeness: 30 days
- Maximum time to either approve or deny application: 105 days (Negative Declaration)
- Maximum time to either approve or deny application: 1 year (Environmental Impact Report)

*Note: The preceding time limits are the maximum allowable as specified by state law, unless waived in writing by the applicant. In some instances, applications may be processed in less time than described above. In all instances, applications will be processed as quickly as possible.*

## **FEES**

City of Wheatland processing fees are intended to cover all costs typically incurred by the City in processing of applications. Fees are based on estimates of the City's administrative costs; a cash deposit is required to cover City consultant staff time which will be billed to the applicant at prevailing hourly labor rates. Applicants may be required to make additional deposits in instances where processing costs exceed initial deposit amounts.

## **ADDITIONAL INFORMATION**

For additional information concerning planning application requirements and procedures, contact Wheatland City Hall at 530-633-2761 or Dane Schilling Consulting City Engineer, at 530-888-9929.