



CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street
San Juan Bautista, Ca 95045

PLANNING DEPARTMENT

Phone: (831) 623-4661
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APPLICATION REQUIREMENTS FOR A LOT LINE ADJUSTMENT

A lot line adjustment allows property owners to modify the location of their property lines. A licensed land surveyor or registered civil engineer must prepare portions of the lot line adjustment application.

APPLICATION REQUIREMENTS:

- ❑ Required processing deposit of \$2,500.00 (Additional fees for permit processing may be charged to the applicant).
- ❑ Application for Lot Line Adjustment form (see attached)
- ❑ One copy and one original of the following: (to be prepared by a licensed Land Surveyor or Civil Engineer)
 - ❑ Plot Plan: A legible plot plan showing the dimensions of the existing and proposed parcel boundaries, building envelopes and setbacks.
 - ❑ Legal Description: description of each property describing the properties and the areas to be subtracted and added.
- ❑ Affidavit of Ownership form and notary forms (attached).
- ❑ Title Report: Two copies of the preliminary title report for all properties involved with the lot line adjustment.
- ❑ Applicant Agreement to Pay Processing Fees for Land Use Application form

Note: All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.

APPLICATION FOR LOT LINE ADJUSTMENT

Applicant(s):

Name(s): _____

Mailing Address: _____

Phone (Business): _____ Phone (Home): _____

Interest in Property: _____

Property Owner #1:

Name: _____

Mailing Address: _____

Phone (Business): _____ Phone (Home): _____

Property Owner #2:

Name: _____

Mailing Address: _____

Phone (Business): _____ Phone (Home): _____

Engineer:

Name: _____ License Number: _____

Company: _____

Mailing Address: _____

Phone (Business): _____ Phone (Home): _____

Property #1:

Address: _____ Assessor's Parcel Number: _____

Present Zoning: _____ General Plan Land Use Map Designation: _____

Acreage of Parcel Before and After Lot Line Adjustment: Before: _____ After: _____

Existing or Previous Use: _____

Proposed Use: _____

Property #2:

Address: _____ Assessor's Parcel Number: _____

Present Zoning: _____ General Plan Land Use Map Designation: _____

Acreage of Parcel Before and After Lot Line Adjustment: Before: _____ After: _____

Existing or Previous Use: _____

Proposed Use: _____

Briefly describe the proposed lot line adjustment: _____

Briefly describe why the lot line adjustment is desired: _____

Printed Name of Applicant(s): _____

Signature of Applicant(s): _____ Date: _____

Printed Name of Property Owner #1: _____

Signature of Property Owner Number #1: _____ Date: _____

Printed Name of Property Owner #2: _____

Signature of Property Owner Number #2: _____ Date: _____

Note: If more than two property owners are involved in the application, please provide all of the above information for the additional properties on an attached sheet of paper.

AFFIDAVIT OF OWNERSHIP

I (we) am (are) the owner(s) of the property for which a lot line adjustment approval is sought or have the lawful power of Attorney of the property:

Name of Property owner: _____ Phone: _____

Mailing Address: _____

Assessor's Parcel Number: _____

Signature: _____ Date: _____

Name of Property owner: _____ Phone: _____

Mailing Address: _____

Assessor's Parcel Number: _____

Signature: _____ Date: _____

Name of Property owner: _____ Phone: _____

Mailing Address: _____

Assessor's Parcel Number: _____

Signature: _____ Date: _____

Name of Property owner: _____ Phone: _____

Mailing Address: _____

Assessor's Parcel Number: _____

Signature: _____ Date: _____

Note: All signatures must be notarized. Please attach the all notary forms. If signing with Power of Attorney, a copy of the document giving the power of attorney must be attached to the application. If there are additional property owners, please attach a separate sheet of paper with the above information.

DECLARATION UNDER PENALTY OF PERJURY

AFFIDAVIT:

1. *I attest under penalty of perjury to the truth and correctness of all the facts, exhibits, maps, and attachments presented with and made a part of this application.*

2. *I understand that a planner will visit the subject site in connection with this application.*

3. *I agree to pay all required application fees and cost.*

4. *I have contacted the owner and he has given his permission to process this application, or I am the property owner.*

Applicant(s):

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

AFFIDAVIT:

1. *I am the owner of the property involved in this application, and I consent to the preparation and submission of this application.*

Property Owners:

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____