

IF THERE IS MORE THAN ONE PROPERTY OWNER AFFECTED BY THE LOT LINE ADJUSTMENT, BOTH PROPERTY OWNERS SHOULD SIGN THE APPLICATION FORM.

NAME OF PROPERTY OWNER: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS _____

SIGNATURE OF OWNER

(Signature Authorizing Application; provide owner's signature letter if signature is other than property owner.)

NAME OF PROPERTY OWNER: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS _____

SIGNATURE OF OWNER

(Signature Authorizing Application; provide owner's signature letter if signature is other than property owner.)

NAME OF APPLICANT
(If different than owner): _____

CONTACT: _____

ADDRESS: _____ PHONE: _____

EMAIL ADDRESS _____

SIGNATURE OF APPLICANT

LOT LINE ADJUSTMENT

REQUIREMENTS

- A. The resulting lots must meet the area requirements of the Title 17 of the Rocklin Municipal Code for the zone in which the property is located.
- B. The Community Development Director, Planning Commission or City Council, by resolution, approves the adjustment.

SUBMITTALS:

1. THE FOLLOWING INFORMATION MUST BE SUBMITTED IN ORDER TO MAKE A COMPLETE APPLICATION.

	Attached completed application form
	Signed Agent Authorization form
	1 copy of the title report for each affected property
	3 copies of the map depicting the proposed boundary adjustment. These maps are preliminary in nature and do NOT need to be wet stamped upon submittal. Maps should be drawn on 8 1/2" x 11" bond paper showing the existing property lines and the proposed location of all new property lines. The map shall be drawn to scale.
	2 copies of a separate map drawn to scale and show all existing structures, easements, landscaping, including trees and any other improvements and their location in relation to all of the property lines. These drawings shall be signed and stamped by the preparer.
	2 copies of the resultant legal description of all new parcels. These descriptions do not need to be stamped or signed upon submittal.
	2 copies of the transfer description of property to be transferred. These descriptions do not need to be stamped or signed upon submittal.
	2 copies of the closure calculations with precision of closure
	Any offers of dedication.
	Street improvement plans or deferral agreements, if applicable
	1 copy of the completed Preliminary Change of Ownership Report (to be submitted prior to recordation)

NOTES TO APPLICANT

1. Most of the exhibits required upon submittal, are preliminary in nature and are not, therefore, required to be stamped. Upon approval of those documents by the Community Development Department, final stamped copies will be requested by the City for recordation.
2. Following approval of the application, the applicant shall submit the following final documents for recording to the city engineer:
 - a. New deeds on all parcels affected;
 - b. One eight and one-half by eleven inches exhibit map for each parcel affected;
 - c. Any offers of dedication;
 - d. Street improvement plans or deferral agreements, if applicable;
 - e. Applicable fees, including recordation fees and plan check fees;
 - f. Additional information as required by the city engineer.

Upon acceptance of the final documents, the city engineer shall file all final documents with the clerk for recording. (Ord. 428 §§ 1. 2, 1980; Ord. 365 § 2.105, 1978).

3. Upon approval of the lot line adjustment application by both the Planning Department and the Engineering Department, the applicant will be asked to complete and notarize an Owner's Consent Form prior to recordation.
4. Effective July 1, 1994, significant changes became effective regarding any document submitted for recording in California. A summary of the new requirements and a brief review of the ones which did not change follows.
 - a. any instrument, paper, or notice submitted for recording must be authorized or required by law to be recorded, meet the requirements of statute, and contain original signatures except as otherwise provided by law, or be originally certified by a government agency.
 - b. any document submitted must indicate the title or titles in a typed format with all names also typed.
5. All sheets to be recorded, including Jurat, shall be on 8 1/2" x 11" paper. If any sheets are less than or greater than 8 1/2" x 11", the Placer County Recorders Office will consider the entire document "non-conforming" and will charge an additional \$3.00 per page penalty fee over the normal recording fees.
6. All documents submitted for recording shall have at least a 1/2-inch margin on all sides except in the space reserved for recording information.
7. If a lot line adjustment application is made while a project is under construction, the applicant shall be responsible for resubmitting updated improvement plans to all utility companies.

