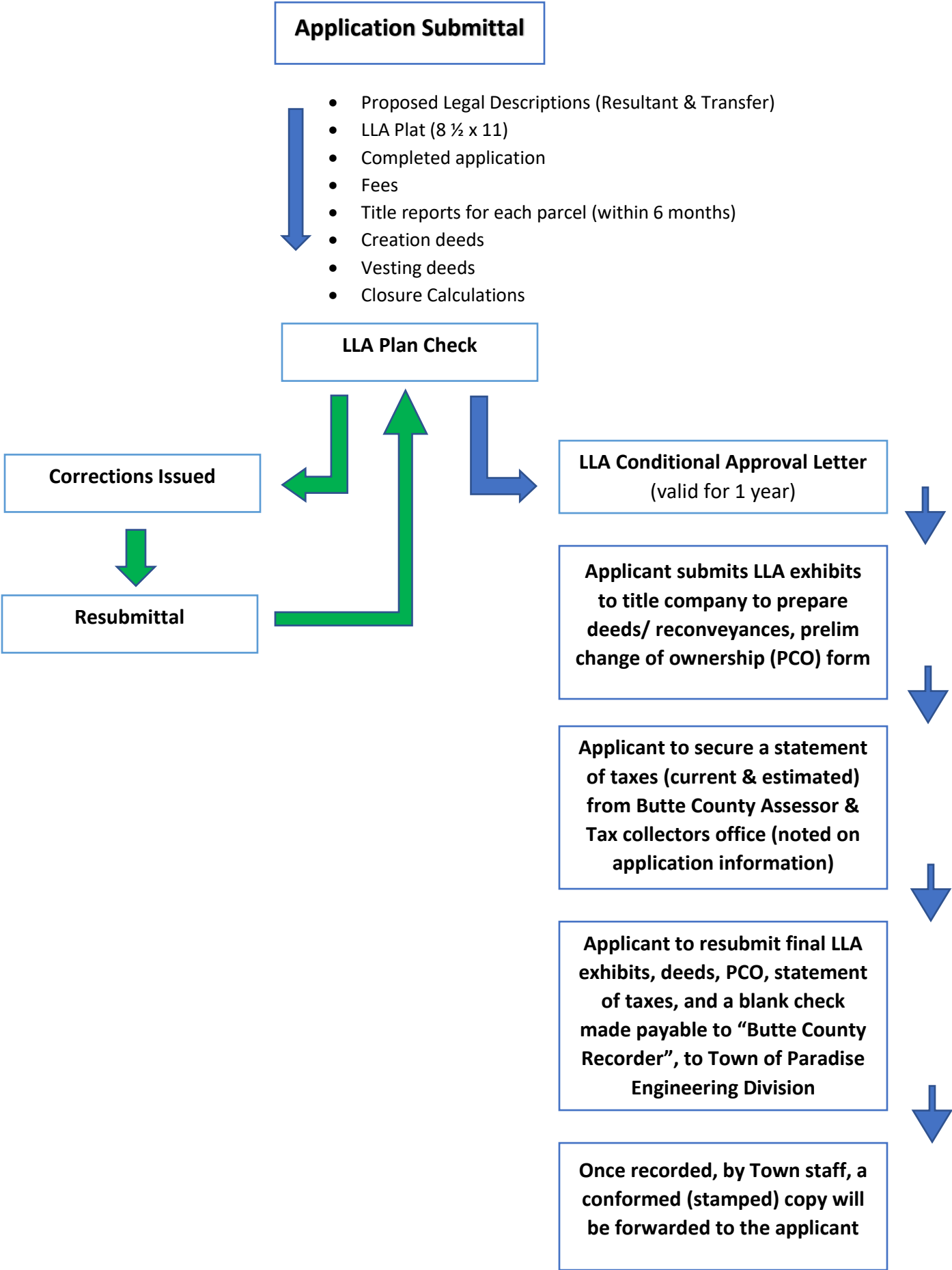


LOT LINE ADJUSTMENT APPLICATION CHECKLIST

- _____ Completed lot line adjustment application
- _____ Lot line adjustment application fees **\$1,129.55**
- _____ Signature of **all** property owners of record on application form
- _____ Current ~~preliminary~~ title report (w/in 6 mos.) and all supporting documents showing current property owner
- _____ Copies of **THE DEED THAT ORIGINALLY CREATED THE AFFECT PARCELS**, and copies of the current owners' vesting deeds.
- _____ Five (5) copies of a tentative plan map of the proposed lotline adjustment, including all items listed in #4 a-h of the application procedures.
- _____ New exchange legal description (if applicable) and resultant legal descriptions for each resultant parcel [prepared, stamped and signed by a civil engineer or land surveyor]

Town of Paradise Lot Line Adjustment Process



TOWN OF PARADISE
APPLICATION FOR LOT LINE ADJUSTMENT

APPLICANT'S GUIDE TO PROCEDURES

INTRODUCTION:

A lot line adjustment (LLA) is required to adjust or modify a common, shared property line boundary between contiguous parcels of land.

ESTIMATED PROCESSING TIME BY TOWN:

Processing time from the date of LLA application submittal to the issuance of a letter from the Town Engineer either approving or denying the proposed application is usually FOUR TO SIX WEEKS. The applicant's engineer or surveyor is responsible for preparing a lot line adjustment plat map and new legal descriptions for the resultant parcels. The project engineer or surveyor will submit the plat and legal descriptions to the Town Engineer for checking as to form, content and accuracy. The turnaround time for checking and approval of the plat and legal description by the Town Engineer is APPROXIMATELY TWO WEEKS, but may vary depending on the number of applications being processed. After the LLA plat map and new legal descriptions have been reviewed and approved, the Town Engineer issues a "conditional approval of the LLA application".

APPLICATION REQUIREMENTS AND PROCEDURE:

In order to avoid delays in processing the application, the following listed information MUST BE SUBMITTED WITH ALL applications. Applications will be deemed INCOMPLETE AND NOT PROCESSED unless all application information requirements are met.

1. A completed lot line adjustment application form along with the appropriate application fee, payable by cash, credit card, or check made payable to the Town of Paradise. Processing time over seven hours will be on a per hour rate basis. NOTE: ALL PROPERTY OWNERS OF RECORD FOR EACH AFFECTED PARCEL MUST SIGN THE APPLICATION FORM.
2. A current preliminary title report (w/in 6 mo.) for the parcels involved in the lot line adjustment; include all supporting documents referenced in the title report and showing current owner.
3. Submit copies of THE DEEDS THAT ORIGINALLY CREATED THE AFFECTED PARCELS, and copies of the current owners' vesting deeds.
4. Submit FIVE (5) copies of a tentative plat map of the proposed lot line adjustment including the following items:
 - a. Show the proposed configuration of the parcels after the modification action with a bold solid line and call out the new property line location. Show a dotted line for those currently existing property line(s) that will be eliminated by the LLA action and denote the dotted line as the old property or lot line location.
 - b. List names of the property owners of record on the title block area of the tentative plat map. Also place the last names of the owners on the respective parcels on the map.
 - c. Show the assessor's parcel numbers on the respective parcels.
 - d. List the "existing" acreage of the subject parcels, and list the proposed "new" acreage of the resultant parcels on the face of the map.
 - e. Show a North arrow, scale of drawing (ex. 1" = 40') and list the name of the person or surveyor preparing the tentative plat map.

- f. Show all dimensions of the existing and proposed property lines. Also tie the property boundaries to an existing section corner or accepted fractional section corner, unless in a recorded subdivision or parcel map.
 - g. Location and outline of any existing structures, septic tanks and leach fields on the affected parcels. Identify the structures by type and designate if the structure is to be removed. Any structures on the parcels adjacent to the LLA action should be accurately shown particularly when in the immediate area of the lot line adjustment.
 - h. Show all easements of record that affect the properties of the lot line adjustment action.
5. Exchange legal description (if applicable) and resultant legal descriptions for each resultant parcel.
 6. Plan map cover sheet with statements and AP#s with ownership names.
 7. Tentative plat maps for the LLA action can be drawn on 18"x26" paper and reproduced as blue line copies, OR the final "exhibit plat" drawn by a licensed land surveyor can be substituted for the proposed map if all the information required can be shown on the exhibit plat. **Final exhibit plats shall be 8-1/2"x 11" dimensions.**
 8. After the new legal descriptions and the exhibit plat have been checked, approved by the engineering division, and signed by the Town Engineer, they will be recorded by the Town with the Butte County Recorder. The new legal descriptions and plat must be recorded within ONE (1) YEAR of the date of the "conditional approval by the Town Engineer". If not, the Town Engineer's approval becomes void and a new LLA application must be submitted to the town for processing. **IMPORTANT NOTE: IF PROPERTY IS CURRENTLY ENCUMBERED BY A DEED OF TRUST, IT IS HIGHLY RECOMMENDED THAT APPLICANT CONTACT THEIR LENDER REGARDING THE NEW LOT LINE ADJUSTMENT. A PARTIAL RECONVEYANCE MAY BE REQUIRED.**
 9. The following note shall be placed on any deed to effect the Town of Paradise approved lot line adjustment:

DEED NOTE

(To be placed on any and all resultant new deeds
to effect lot line adjustment)

"The purpose of this deed is to effect a lot line adjustment as approved by the Town of Paradise on _____.

The above described lands are to be combined with and become a part of those lands as described in the deed to _____ as filed for record in Butte County Official Records at (serial number _____,) (Book _____ Page _____). No additional lots or parcels are created hereby. The scope of review of said lot line adjustment was limited as specified in Government Code Section 66412 (d), and approval of it does not constitute assurance that future applications for building permits or other land use entitlements on the modified lots or parcels will be approved by the Town of Paradise."

NOTE: If you have any questions concerning a LLA application feel free to contact the Community Development Department, Engineering Division.

DEPARTMENT USE ONLY:

Receipt No _____ Fee _____

Project No. _____

TOWN OF PARADISE

APPLICATION FOR LOT LINE ADJUSTMENT

Owner/Applicant's Name _____ Phone _____

Owner/Applicant's Mailing Address _____

Engineer/Surveyor Name _____ Phone _____

Engineer/Surveyor Mailing Address _____

AP Number(s) _____

Property Location Address: _____

(NOTE: The signatures of all owners of record affected are required.)

Owner/Applicant Date AP#

Owner/Applicant Date AP#

Owner/Applicant Date AP#

Owner/Applicant Date AP#

Affected AP#s: Creation Date: Recorder's Serial Number:

1) _____

2) _____

3) _____

4) _____

NOTE: By signing this application, the applicant is indicating that the affected parcels are not included on any state or local list of hazardous sites compiled pursuant to California Government Code Section 65962.5, effective July 1, 1987.

FOR OFFICE/STAFF USE

Verify Receipt of: Yes No
Title report or lot book reports _____
Copies of vesting deeds _____
Copies of all parcel creation deeds _____

**LOT LINE ADJUSTMENTS
TAX STATEMENT PROCEDURE**

Upon receipt of approval letter by the Town of Paradise, Town Engineer the following steps would apply:

- 1) Applicants engineer/surveyor submits copy of the plat map along with a tax deposit request form to the Butte County tax assessor's office. Their address is:
25 County Center Drive, Oroville, CA 95965
Telephone:(530) 538-7738
- 2) Their office has up to five (5) working days to review and forward to the tax appraiser's office.
- 3) The tax appraiser then calculates the assessed valuation (review time not specified) and forwards to the tax collector's office.
- 4) Once the amount of tax is calculated, the applicant must pay the tax (both current and one year in advance). This applies to all parcels involved in the Lot Line Adjustment. Upon payment of the taxes, a tax statement will be provided to applicant showing that taxes have been paid.
- 5) Applicant then needs to submit the tax statement to the Town of Paradise. The town will then proceed with recording the Lot Line Adjustment once the appropriate deeds have been prepared, submitted and reviewed.