

WORKSHOP – LOT LINE ADJUSTMENTS

The purpose of this workshop is to remind the public that lot line adjustment applications have certain requirements pursuant to Mono County Code Chapters 17.37.050 and 17.37.060. All lot line adjustment applications shall conform to Mono County Code Chapters 17.37.050 and 17.37.060 including the preparation of a Record of Survey.

17.37.050 - Application for lot line adjustment—Requirements.

A. The application for lot line adjustment shall be submitted on the forms as provided for this purpose by the planning department. The forms and documents shall be typed, and the exhibits drawn legibly. Also, to assure the reproducibility of the documents, the use of black ink is encouraged on all forms, maps and documents.

B. Forms to be submitted.

1. Exhibit "A"—Application for Lot Line Adjustment.*

This form must be filled out completely. The record title owners of all parcels involved must sign the application form. A current title report, covering all existing parcels to be considered in the lot line adjustment must accompany the application.

2. Exhibit "B"—Lot Line Adjustment Map.**

This map must be drawn in black ink on the form provided. The map must be clear and readable. The following information shall be provided on the map (additional information may be required):

—Map scale and north arrow (map scale shall be decimal or engineer's scale adequate and appropriate for the maps.)

—The location of the project site in relation to existing streets and when available the approximate distance to the nearest cross street. (Must be detailed enough to allow someone not familiar with the area to locate the project site).

—The existing and proposed lot layout. Show bearings and distances for all parcel lines. Use a heavy solid line for the exterior project boundary, solid lines for proposed property lines, and light dashed lines for existing property lines to be adjusted.

—A number for each new parcel (Parcel 1, Parcel 2, etc.) and the net area of each new parcel. Net area equals the gross area minus any easements that may restrict the surface use of the property, such as vehicular, pedestrian, or equestrian easements.

3. Exhibit "C"—Site Plan.***

Since only certain information shall be shown on the lot line adjustment map (Exhibit "B"), a second map is required showing additional information necessary to verify compliance with adopted county ordinances. This information shall be submitted on the form labeled Exhibit "C" Site Plan. This map must be drawn in black ink on the form provided. The map must be clear and readable. The following information shall be provided on the site plan (additional information may be required):

—Map scale and north arrow (scale should be the same as used on Exhibit "B")

—The location and width of all existing or proposed easements or rights-of-way, whether public or private; for roads, drainage, sewers, or flood control purposes. Label the easements as existing or proposed and indicate to whom the easement is granted.

—The location of any aboveground or underground structures on the site. Dimension distances from proposed property lines to structures. If there are no structures on the lots proposed for adjustment, add a note on the map stating that fact.

NOTE: Applicable sections of the California Land Surveyors Act may require that the above referenced "Exhibit B" and "Exhibit C" be prepared by a person licensed to practice land surveying in the state of California.

(Ord. 83-446-K § 2 (part), 1983.)

* Exhibit A of Ord. 83-446-K was adopted by reference and is on file in the office of the County Clerk.

** Exhibit B of Ord. 83-446-K was adopted by reference and is on file in the office of the County Clerk.

*** Exhibit C of Ord. 83-446-K was adopted by reference and is on file in the office of the County Clerk.

17.37.060 - Maps and documents.

Upon approval of the application for lot line adjustment by the advisory agency, the applicant shall be required to submit the following maps and documents to the county surveyor for his review and approval.

A. Record of survey.

—The applicant shall cause to be prepared, by a person licensed to practice land surveying in the state of California, a record of survey map.

—The record of survey shall indicate that sufficient monuments have been set to determine the precise location of the adjusted lot lines (monuments shall be required at all newly created lot corners and angle points in the adjusted lot lines).

—The record of survey shall be prepared in accordance with the approved application for lot line adjustment.

—The record of survey shall indicate in this title block, in an appropriate manner, that it is for lot line adjustment purposes.

B. Deeds. The applicant shall cause to be prepared all necessary deeds to effectuate the proposed lot line adjustment. The county surveyor shall review the deeds for conformance with the approved application for lot line adjustment. The deeds shall be in a form acceptable for recording and shall record concurrently with, and make reference to the required record of survey.