



LLA \_\_\_\_\_

## LOT LINE ADJUSTMENT

**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :**

**APPLICANT(S) NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**TELEPHONE NO.** \_\_\_\_\_

**PROPERTY ADDRESS (LOCATION)** \_\_\_\_\_

**LEGAL DESCRIPTION** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*PLEASE COMPLETE THE INFORMATION ON PAGE 2\*\*\***

**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECEIPT**  
DATE FILED \_\_\_\_\_ NO. \_\_\_\_\_ PAID \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

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**PLEASE COMPLETE THE FOLLOWING INFORMATION:** (Incomplete applications will not be accepted for filing. If it is determined after an application is filed that additional information is necessary; processing of said application shall not commence until such time as the application is deemed to be complete.)

**1. GENERAL PLAN DESIGNATION**

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**2. ZONE CLASSIFICATION**

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**3. PROPOSED USE (STATE EXACTLY WHAT IS INTENDED FOR THE PROPERTY).**

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**4. TOTAL AREA OF PARCEL(S) INCLUDED IN THIS APPLICATION**

Parcel 1: \_\_\_\_\_

Parcel 2: \_\_\_\_\_

Parcel 3: \_\_\_\_\_

Parcel 4: \_\_\_\_\_

**5. AREA(S) OF NEW PARCEL(S) – CONFIGURATIONS – SQUARE FOOTAGE**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**6. ENGINEER OR SURVEYORS**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. (DAYTIME) \_\_\_\_\_

## **FILING REQUIREMENTS**

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- Completed application form
- An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- Filing Fee \$2,165
- Grant Deed and Title Report. A title report shall be prepared by a title insurer and dated no older than 90 days from the filing the Covenant.
- A legal description and plat for each newly adjusted lot and a legal description of the area adjusted. All legal descriptions shall be prepared, signed and wet stamped by a licensed land surveyor or registered civil engineer qualified to perform land surveying.
- A draft deed shall be submitted with the Lot Line Adjustment application reflecting the proposed lot configuration and legal description.
- On a label sheet, provide 3 self-adhesive labels each for the property owner(s), applicant, agents, Architect, Engineer and/or Surveyor.
- Lot Line Adjustment Exhibits: three (3) full size copies, one (1) reduced size copy at 8 1/2" x 11" and a digital PDF file on a USB Drive.

The three (3) scaled prints must contain the following information:

- Legal description of the parcel map boundaries
- Names, addresses and phone numbers of the record owner, developer and Registered Civil Engineer or Licensed Land Surveyor preparing the map.
- North arrow, map scale, total area of the property, and date.
- The lot layout and dimensions (i.e., lot width, depth, and area) of each lot, **including the dimensions at the front property line and the front setback line**. A lot number shall be assigned to each lot.
- Delineation of the building envelope on each lot.
- Location of all existing structures.
- Location and identification (type) of ALL trees 6" or greater in diameter or 19" or greater in circumference.
- The width and approximate locations of all easements, both existing and proposed, within or contiguous to the property.

- The street names of all existing highways and streets within or contiguous to the property.
- The locations, widths and approximate grades of all proposed and existing highways, streets, alleys, pedestrian ways, equestrian trails within or contiguous to the property.
- Any of the foregoing required information which is impossible or impractical to place upon the Lot Line Adjustment Map shall be submitted in writing with the map.
- Any of the foregoing required information may be waived by the Community Development Administrator for the Lot Line Adjustment at his/her discretion.

A Certificate of Compliance