



LOT LINE ADJUSTMENT/MERGER PROCESS
DEPARTMENT OF PLANNING AND BUILDING SERVICES
707 Nevada Street, Suite 5, Susanville, CA 96130-3912
(530) 251-8269 Fax (530) 251-8373
www.co.lassen.ca.us

A Lot Line Adjustment, per Lassen County Ordinance No. 2022-12, shall be between four or fewer existing legal parcels, where the land taken from one parcel is added to an adjoining parcel, and where a greater number of parcels than originally existed is not thereby created if the Lot Line Adjustment is approved by the Director of Planning and Building Services or designated representative.

A Merger is an adjustment made to an existing lot line between contiguous legal parcels under one ownership, where a lesser number of parcels than originally existed is created. In this context, the adjustment is the removal of the lot line that forms the contiguity between the parcels under the same ownership.

Applicants must demonstrate compliance with the Subdivision Map Act and local ordinances, as required, for parcels involved in the Lot Line Adjustment/Merger (see options below).

APPLICATION

Lot Line Adjustment/Merger applications are available from the Lassen County Department of Planning and Building Services, and must be completed and returned to said Department with a Planning Division filing fee of \$500.00, an Environmental Health Division fee of \$85 per resultant parcel, and three copies of a tentative map prepared by the property owner(s) or designated agent. The map must be clearly drawn on one sheet of paper at least 8 ½" x 11" in size (see attached example), and must contain:

- A. Existing boundary lines and dimensions of all subject legal parcels (before proposed Lot Line Adjustment/Merger);
- B. Proposed new boundary lines and dimensions of each subject parcel, indicated with dashed lines;
- C. All existing structures together with their dimensions, distances between structures, and distances from existing and proposed boundary lines;
- D. The approximate area (acres or square feet) of the original and adjusted/merged parcels;
- E. Names, locations, and widths of all existing streets or road easements known to the owner to be located on or near the property (please reference the recording information thereof);
- F. Approximate location and dimensions of all existing easements, wells, septic systems/sewer lines, or other underground structures;
- G. Approximate location and dimensions of all easements for utilities and drainage;
- H. Approximate location of all creeks and drainage channels and general indication of slope of the land;
- I. North arrow and scale of drawing;
- J. The names of all current owners of each parcel;
- K. Assessor's Parcel Numbers (APNs) associated with the subject legal parcels; and
- L. A vicinity map.

The application should also include information demonstrating that the subject parcels were created in compliance with the Subdivision Map Act and local ordinances, such as:

- A. A legal description of the parcels in a deed recorded prior to March 4, 1972, describing them in their current configuration (said deed cannot have created more than five parcels at time of division);
- B. A legal description of the parcels describing them as parcels or lots from a recorded Parcel Map or Subdivision Map;
- C. A Certificate of Compliance for the parcels;
- D. A Chain of Title for the parcels; and/or
- E. Evidence that a permit for development or construction has been issued by a local government agency for the subject parcel while in its current configuration.

The application must be signed by all owners of the parcels involved in the Lot Line Adjustment/Merger.

Failure to provide all required information will result in the application being returned as incomplete.

REVIEW BY THE DIRECTOR OF PLANNING AND BUILDING SERVICES

The Director of Planning and Building Services, or designated representative, in consultation with other County departments, shall review the application to determine whether the project constitutes a Lot Line Adjustment/Merger, and shall approve, conditionally approve, or deny the application. A conditional approval of an application for a Lot Line Adjustment/Merger may include the following conditions:

- A. That a Current Title Report for the parcels involved in the Lot Line Adjustment/Merger be submitted with the Certificate of Lot Line Adjustment/Merger;
- B. That, if two or more of the parcels have different owners, deeds be recorded transferring the property involved in the Lot Line Adjustment/Merger between the owners of the parcels involved (these deeds will be recorded concurrently with the Certificate of Lot Line Adjustment/Merger);
- C. That, if there are any Deeds of Trust encumbering the parcels involved in the Lot Line Adjustment/Merger, the legal descriptions for the Deeds of Trust must be modified to reflect the changes created by the Lot Line Adjustment/Merger, and said modification must be recorded concurrently with the Certificate of Lot Line Adjustment/Merger;
- D. That all current and/or delinquent taxes, and all estimated taxes which have become a lien not yet due or payable, be paid/pre-paid prior to recordation of the Certificate of Lot Line Adjustment/Merger; and/or
- E. That a Record of Survey be prepared, reviewed, approved, and recorded for a Lot Line Adjustment in accordance with Section 8762 of the Business and Professions Code of the State of California.

Additional conditions may be added by the Director in the conditional approval of an application for a Lot Line Adjustment or Merger.

APPEALS

Any person dissatisfied with the Director's approval, conditional approval, or denial of a Lot Line Adjustment or Merger Application may submit an appeal to the Lassen County Planning Commission. Appeals may address approval or denial, and/or any conditions of approval. Any appeals must be made in writing, addressed to the Lassen County Planning Commission, and submitted to the Department of Planning and Building Services within fifteen (15) days of the Director's action, together with the associated \$500.00 fee.

SUBMITTAL/RECORDING

After all conditions of approval have been met, a Certificate of Lot Line Adjustment or Certificate of Merger must be prepared by a California Licensed Land Surveyor or a California Registered Civil Engineer, who is authorized to practice land surveying pursuant to Section 8731 of the Business and Professions Code of the State of California, be properly executed by the owners of the parcels involved in the Lot Line Adjustment or Merger, and be submitted to the County Surveyor for review, approval and recording. A \$250.00 review fee must be submitted to the County Surveyor at the time the Certificate is submitted for review. The applicant will be responsible for any additional fees required to record the Certificate of Lot Line Adjustment or Certificate of Merger and related documents. The Certificate of Lot Line Adjustment or Certificate of Merger, with any related documents, must be recorded within twenty-four (24) months of the date of approval or conditional approval of the Lot Line Adjustment/Merger by the Director, or the approval shall be null and void. A one-time extension of six (6) months may be granted by the County Surveyor upon good cause shown by the applicant. The Certificate of Lot Line Adjustment or Certificate of Merger must adequately describe all newly created property boundaries.

Applicants must provide all information required in the conditional approval of the Lot Line Adjustment or Merger and must demonstrate that all conditions of the conditional approval have been met before the Certificate of Lot Line Adjustment or Certificate of Merger can be recorded.

Planning Division staff would be happy to help you through the Lot Line Adjustment/Merger process and refer you to other departments or public agencies that may be involved in your particular project. Please feel free to contact the Department of Planning and Building Services at (530) 251-8269, landuse@co.lassen.ca.us, or 707 Nevada Street, Suite 5, if you have any questions regarding the Lot Line Adjustment/Merger process.

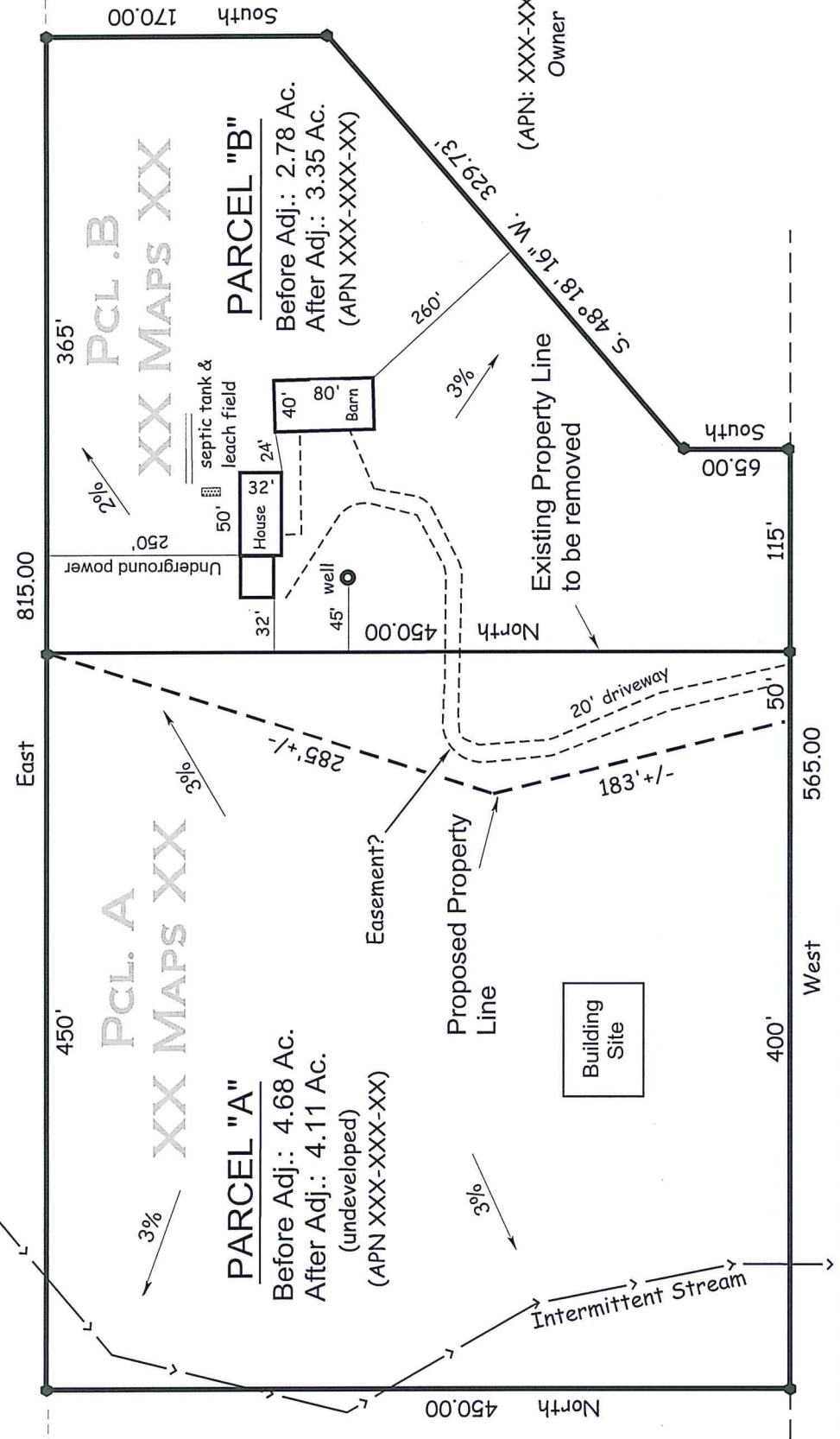
TENTATIVE LOT LINE ADJUSTMENT EXAMPLE PLAT

APPLICANT(S): _____
 A.P.N. NO.(S): _____
 ZONING: _____
 LOCATION: T. _____ N., R. _____ E., SEC. _____

(APN: XXX-XXX-XX)
Owner

(APN: XXX-XXX-XX)
Owner

(APN: XXX-XXX-XX)
Owner



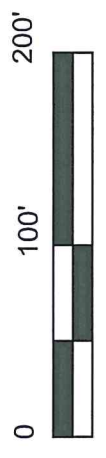
LEGEND

● Fnd. Iron Pipe per (XX-Maps-XX)

TENTATIVE LOT LINE ADJUSTMENT NO. _____
FOR _____

NAME OF APPLICANT(S)
 (LOCATION)
 SURVEYING/ENGINEERING COMPANY
 ADDRESS-PHONE NUMBER

These parcels were created in compliance with the Subdivision
 Map Act and Local Ordinance and were created by (enter Parcel
 Map No. or Record Instrument creating the parcels).



LOCATION MAP
 Not to Scale
 1.25 miles
 X miles to Susanville
 County road name
 County road name