



# Lot Line Adjustment (LLA) or Lot Line Merger Application

6360 Fountain Square Drive, Citrus Heights, CA 95621  
(916) 727-4770 TDD 7-1-1 [www.citrusheights.net](http://www.citrusheights.net)

this box for city use only  
**DEVELOPMENT PROJECT #:** \_\_\_\_\_

## APPLICANT/OWNER INFORMATION

### APPLICANT/AGENT

### OWNER (if different from applicant)

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

## ATTACHMENTS

### The following documents shall be submitted in **HARD-COPY** Format:

- Owner's Certification statements (notarized) for each parcel
- Initial LLA Review (Master Fee Schedule effective January 1, 2022)
  - o **LLA/LLM Base deposit** – \$1575.00
  - o **4% Technology fee** – \$ 63.00
  - TOTAL \$1638.00**
  - PLUS actual billable Staff time and materials used (TBD)*
- 3 sets - Legal Descriptions AND Plat (stamped and signed) (Size: 8.5"x11")

### The following documents shall be submitted in **pdf** Format:

- Lot closure calculations.
- Supporting documents (maps, deeds, etc.).
- Title reports (dated within 60 days).
- Grant Deed to re-convey real property between owners (for review only, this will be processed by title company).
- Site Plan Showing ALL existing easements, structures, trees, and dimensions to the property lines and other information needed to evaluate setbacks or restrictions for each parcel.
- Proof of paid property taxes for **full** Fiscal Year for each parcel.  
*(Must be submitted prior to release of approved LLA)*

### ----FOR OFFICE USE ONLY----

Received By: \_\_\_\_\_

#### PLANNING DIVISION

- Approved
- Denied

#### ENGINEERING DIVISION

- Approved
- Denied

Checked By: \_\_\_\_\_

Date: \_\_\_\_\_

Received Date: \_\_\_\_\_

Checked By: \_\_\_\_\_

Date: \_\_\_\_\_



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## PROPERTY INFORMATION

**PARCEL** \_\_\_\_\_

A.P.N. \_\_\_\_\_

Parcel Address \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Existing Area \_\_\_\_\_

Proposed Area \_\_\_\_\_

**PARCEL** \_\_\_\_\_

A.P.N. \_\_\_\_\_

Parcel Address \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Existing Area \_\_\_\_\_

Proposed Area \_\_\_\_\_

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Proposed Area \_\_\_\_\_

**PARCEL** \_\_\_\_\_

A.P.N. \_\_\_\_\_

Parcel Address \_\_\_\_\_

Owner Name \_\_\_\_\_

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Existing Area \_\_\_\_\_

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## CITY OF CITRUS HEIGHTS Lot Line Adjustment/Merger Indemnification

### TO BE COMPLETED BY APPLICANT

PROJECT NAME: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_  
ASSESSOR PARCEL NO.: \_\_\_\_\_

\_\_\_\_\_ (property owner), hereafter known as "Applicant", has applied for a Lot Line Adjustment/Merger application involved in the above referenced parcels and agrees to hold City harmless from all costs and expenses, including attorney's fees, incurred by City or held to be the liability of the City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the applicant's project, except as caused by City's sole or gross negligence.

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
*Applicant or authorized agent*

Address \_\_\_\_\_  
*Number and street city and state zip*

Signature of Applicant or Authorized Agent \_\_\_\_\_

Print Name \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
*Property Owner*

Address \_\_\_\_\_  
*Number and street city and state zip*

Signature of Owner \_\_\_\_\_

Print Name \_\_\_\_\_

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<b>DEVELOPMENT PROJECT #:</b> _____

## I. GENERAL PROVISIONS

The Subdivision Map Act allows minor adjustments of property lines between contiguous parcels without the necessity of filing a parcel or tract map. To utilize this procedure, the following criteria must be met:

- A. All property owners of the affected parcels must consent to the Lot Line Adjustment/Merger in writing.
- B. The Lot Line Adjustment/Merger may not create a greater number of parcels than originally existed.
- C. The parcels resulting from the Lot Line Adjustment/Merger must conform to the City's building and zoning code.
- D. The resulting changes in ownership of the affected land must be conveyed by legal document if all lots are not held under one ownership. The adjustment may be reflected by deed or by a record of survey prepared by a licensed Land Surveyor or qualified registered Civil Engineer if the subject property is held under a common ownership. (Note: The reconveyance of property is not included in the City's process and must be completed by the property owners and/or Title Company).
- E. The current year and prior year property taxes for each parcel must be paid before the Lot Line Adjustment will be approved.

## II. SUBMITTAL AND PROCESSING REQUIREMENTS

### A. SUBMITTALS:

Prior to submittal of a Lot Line Adjustment/Merger, the applicant should contact the City Engineering Division at (916) 727-4770 to verify that the adjustment will not violate any of the restrictions governing the use of this procedure. The following items must be included in the original submittal package. Applications failing to include one or more of these items will not be accepted for processing.

1. 1 set - Application form fully completed and signed.
2. Lot Line Adjustment/Merger Deposit (contact City's Engineering Div. for current deposit).
3. Owner's approval statements (notarized). These must be completed by ALL of the affected owners.
4. 3 sets - Legal descriptions for resultant parcels prepared and stamped by a licensed Land Surveyor or qualified registered Civil Engineer.
5. 3 sets - 8 1/2" x 11 plat illustrating the lot line adjustment.

The following items shall be submitted in pdf Format:

6. Title reports for all affected parcels current within 6 months.
7. Site plan showing ALL existing structures, trees, and dimensions to the property lines. Show all structures, walls, fences or trees that are located adjacent to the adjusted lot line, sufficient to determine the location of these facilities with respect to the new lot line.
8. Closure/Area calculations verifying new legal descriptions.
9. Copy of parcel or final map that created the parcels as they exist at the time application is made.
10. Proof from County Tax Collector that current year and prior year property taxes for all affected parcels have been paid. (This must be submitted prior to approval of the LLA/LLM).
11. 1 set - Deed of trust or other instrument conveying real property between owners. (City to review legal description, owner to process and record).
12. Any other information deemed reasonable and necessary by the City's review staff.

## B. PROCESSING:

1. All submittals are to be made to an Engineering Division representative.
2. The Engineering Division representative will review the submittal package for the required information for completeness.
3. The Engineering Division representative will distribute the submittal for review to the appropriate departments/agencies if the submittal package is in order and the fees have been paid.
4. The applicant will be notified after the Lot Line Adjustment form has been checked. The applicant must make any corrections or revisions, and then resubmit for verification. If no corrections are required, the approved Lot Line Adjustment will be returned to the applicant.
5. The applicant is responsible for taking the signed and notarized document to the Sacramento County Recorder for recordation within one year after approval. The recorded document will be mailed to the City of Citrus Heights for record keeping purposes, and will then be sent to the applicant.
6. A Grant Deed to convey the property being transferred must be recorded concurrent with the approved Lot Line Adjustment. The property owner is responsible for having this Grant Deed prepared and recorded.

## III. PLAT REQUIRMENTS

### A. PLAT FORMAT:

The Lot Line Adjustment/Merger plat shall be drawn, printed or otherwise reproduced in a manner guaranteeing a permanent record in black ink. The plat shall be done on 8 ½" X 11" bond paper, unless the Engineering Division approves a larger sheet size. Any necessary additional sheets must also be submitted on 8 ½" X 11" bond paper.

### B. PLAT CONTENT:

The plat shall be drawn to a scale of 1" = 20', unless the Engineering Division approves another scale. The plat shall show the following applicable information, as well as any other information necessary to adequately describe the adjusted parcels:

1. Each lot in its entirety:
  - a. All bearings and distances.
  - b. Areas (net and gross acreage) of existing and proposed lots. Also show the area of each proposed lot at the end of its legal description.
  - c. Lot numbers of the new lots.
  - d. Existing lot designations such as lot number, subdivision number and the subdivision recording date.
  - e. Assessor's parcel numbers.
  - f. All existing easements.
2. Abutting public and private streets and alleys showing names, centerlines and widths.
3. Label "lot line being deleted" (shown as lightly dashed) and "new adjusted lot line" (with dimensioning between them).
4. Vicinity map (at a scale of approximately 1" = 200').
5. North arrow and scale.