

APPLICATION FORM (Last Revised: February 14, 2011)

LOT LINE ADJUSTMENT APPLICATION NO. _____

SUMMARY INFORMATION FORM FOR LOT LINE ADJUSTMENT APPLICATIONS:

The purpose of this form is to provide information concerning the proposed Lot Line Adjustment to help determine whether it conforms with the provisions of Article VII of the *Kings County Land Division Ordinance (Chapter 21 of the Kings County Code of Ordinances)*. Only the owner or owner's authorized agent may submit an application. When filing is done by mail the signature must be notarized. The following information is necessary to properly and efficiently process the application. Incomplete applications can not be accepted as complete and may delay processing the application until all of the required information is submitted. Please follow these directions and print or type the answers. If the information requested is not applicable to the proposal, write N/A In the space. Attachments may be used to better illustrate or explain the project.

PART A: CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

DATE SUBMITTED: _____, 20_____.

APPLICANT OR AGENT: _____; Circle one: Owner Agent
(Signature)

Agent's Name: _____

Mailing Address: _____, City: _____, St.: _____, Zip Code: _____

Phone: (_____) _____ FAX: (_____) _____

Owner's Name (Parcel 1): _____

Mailing Address: _____, City: _____, St.: _____, Zip Code: _____

Phone: (_____) _____ FAX: (_____) _____

Owner's Name (Parcel 2): _____

Mailing Address: _____, City: _____, St.: _____, Zip Code: _____

Phone: (_____) _____ FAX: (_____) _____

Owner's Name (Parcel 3): _____

Mailing Address: _____, City: _____, St.: _____, Zip Code: _____

Phone: (_____) _____ FAX: (_____) _____

Owner's Name (Parcel 4): _____

Mailing Address: _____, City: _____, St.: _____, Zip Code: _____

Phone: (_____) _____ FAX: (_____) _____

Subscribed and certified by.

Received by: _____
Kings County Community Development Agency Representative

Receipt Number: _____

Date Received: _____

PART B: GENERAL INFORMATION (please print or type)

In order to carry out the intentions of Article VII of the *Kings County Land Division Ordinance (Chapter 21 of the Kings County Code of Ordinances)*, the following steps must be completed.

1. The applicant, or the applicant's agent, must complete the Lot Line Adjustment application form. The information must be typed or neatly lettered.
2. Submit the following with Lot Line Adjustment application form.
 - a. The actual legal description of the property being transferred which will be used on the deeds transferring the property, including a statement that the transferred territory will be joined with a specific parcel and will not become a separate parcel. Section 8761 of the *Professional Land Surveyors Act* requires that all descriptions shall be stamped and signed by a licensed land surveyor or registered civil engineer. Section 6731 of the *Professional Engineers Act* states that civil engineers registered prior to January 1, 1982, shall be authorized to practice all land surveying.
 - b. The site plan must be drawn in a neat and legible manner on paper a minimum of 8½ by 11 inches to a maximum of 24 by 36 inches in size. The scale must be large enough to show all details clearly. Five (5) copies of the site plan must be submitted with this application form. If additional copies will be necessary you will be notified. The following information must be included on the site plan:
 - 1) Date, north arrow, and scale of drawing.
 - 2) Existing parcel lines (broken and thin) with dimensions.
 - 3) Adjusted parcel lines (solid and bold) with dimensions.
 - 4) Location, dimensions, distance to adjusted lines, number of stories or height, of all existing surface and underground structures.
 - 5) Name, widths, and location of existing or proposed, abutting or transversing streets, easements, or right-of-ways.
 - 6) Number of each parcel corresponding to the description and include the Assessor's Parcel Number (APN) below the parcel number.
 - 7) Area of each parcel after the adjustment.
 - 8) Location with dimensions to adjusted lines of existing waste water disposal systems and all wells.
 - c. Preliminary title reports, copies of the deeds and other instruments of record title for all of the effected properties.
 - d. **Pursuant to Section 21-97(e) of the Kings County Subdivision Ordinance, prior to recording the parcel map waiver for the lot line adjustment application the parcel map waiver form must be signed by all of the property owners involved.** For any parcels that are encumbered by a deed of trust the following are required:
 - 1) The project proponent shall present evidence that, at the time of the recording of the Parcel Map Waiver in the office of the county recorder, the parties consenting to such recording are all of the parties having a record title interest in the real property being adjusted whose signatures are required, otherwise the Parcel Map Waiver shall not be recorded.
 - 2) Prior to recording the Parcel Map Waiver, for the Lot Line Adjustment, a Pro Forma Preliminary Title Report shall be submitted to the Kings County Community Development Agency stating how title will be held as a result of recording the following: 1) the Parcel Map Waiver for the Lot Line Adjustment and 2) the transfer deed(s).
 - 3) Prior to recording the Parcel Map Waiver, for the Lot Line Adjustment, modifications of any deed(s) of trust that encumber property that is subject to this adjustment shall be submitted to the Kings County Community Development Agency and be approved by the County for their content. The modifications of the deed(s) of trust shall be recorded simultaneously with the Parcel Map Waiver to modify the legal description to be consistent with the parcels resulting from the adjustment.
 - 4) Prior to recording the Parcel Map Waiver, for the Lot Line Adjustment, partial reconveyances, from trust deed holders for areas to be transferred as part of the lot line adjustment, shall be submitted to the Kings County Community Development Agency and be approved by the County for their content. The partial reconveyances shall record simultaneously with the Parcel Map Waiver for the Lot Line Adjustment and the transfer deed(s).
 - 5) An Updated Preliminary Title Report shall be submitted to the Kings County Community Development Agency within thirty (30) days after recording the Parcel Map Waiver for the Lot Line Adjustment.
3. When the Lot Line Adjustment is completed title to the transferred territory shall be shown the same as the title on the property that it joined.
4. Fees: Calculated in the following manner:
 - a. Filing fee for the application as established by the latest fee schedule adopted by the Board of Supervisors.
 - b. In addition, all County Recorder's fees shall be collected by the Recorder at the time the documents are recorded.
 - c. The County Mapping/Bond fees shall be collected by the Tax Collector prior to the tax clearance signature being placed on the Parcel Map Waiver form which must be done prior to recording.
5. Items which will be recorded are:
 - a. The Parcel Map Waiver form for the Lot Line Adjustment.
 - b. A deed which contains the description of the property being transferred as outlined in 2.a. above. The legal description on the deed shall include the statement required in 2.a above.

6. The deed(s) and the Parcel Map Waiver form for the Lot Line Adjustment, recorded pursuant to the Lot Line Adjustment approval, shall be reviewed and approved by the Secretary of the Kings County Advisory Agency prior to being recorded, and shall contain a statement that the transferred property is being joined with a specific parcel and will not become a separate parcel.
7. The Kings County Treasurer-Tax Collector shall review the Lot Line Adjustment prior to recording the deed(s) and the Parcel Map Waiver form for the Lot Line Adjustment and insure that property taxes are properly paid. Section 66412.(d) of the *Subdivision Map Act* requires the prepayment of real property taxes prior to recording the deed(s) and the Parcel Map Waiver form for the Lot Line Adjustment.
8. The Parcel Map Waiver form for the Lot Line Adjustment will be recorded at the request of the applicant, or the applicant's agent, after the Kings County Treasurer-Tax Collector has reviewed the Lot Line Adjustment. After the Kings County Treasurer-Tax Collector has reviewed the Lot Line Adjustment, the Kings County Public Works Department will accompany the applicant to the Kings County Clerk-Recorder's office to record the documents. The Parcel Map Waiver form for the Lot Line Adjustment will be recorded first, followed immediately in sequence with the approved deed(s) transferring the property.

PART C: TYPE OF ENVIRONMENTAL REVIEW REQUIRED

This project is Categorically Exempt from the *California Environmental Quality Act, CEQA*: Section 15305, Class 5.

PART D: HAZARDOUS WASTE SITE DATA

Pursuant to Section 65962.5(e) of the *California Government Code*, which states:

- (e) Before a local agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the list sent to the appropriate city or county and shall submit a signed statements to the local agency indicating whether the project is located on a site which is included on any of the lists compiled pursuant to this section. If the site is included on a list, the list shall be specified on the statement.

The following statement must be completed by the owner of the subject property or the owners authorized agency before this application can be certified complete by the Kings County Community Development Agency:

STATEMENT FOR THE OWNER OF PARCEL NO. 1:

I have reviewed the "Identified Hazardous Waste Sites" list dated _____, and state that:

The subject site(s) of this application _____ is / _____ is not on the "Identified Hazardous Waste Sites" list.

Site Address: _____

Site APN: _____

STATEMENT FOR THE OWNER OF PARCEL NO. 2:

I have reviewed the "Identified Hazardous Waste Sites" list dated _____, and state that:

The subject site(s) of this application _____ is / _____ is not on the "Identified Hazardous Waste Sites" list.

Site Address: _____

Site APN: _____

STATEMENT FOR THE OWNER OF PARCEL NO. 3:

I have reviewed the "Identified Hazardous Waste Sites" list dated _____, and state that:

The subject site(s) of this application _____ is / _____ is not on the "Identified Hazardous Waste Sites" list.

Site Address: _____

Site APN: _____

STATEMENT FOR THE OWNER OF PARCEL NO. 4:

I have reviewed the "Identified Hazardous Waste Sites" list dated _____, and state that:

The subject site(s) of this application _____ is / _____ is not on the "Identified Hazardous Waste Sites" list.

Site Address: _____

Site APN: _____

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

KINGS COUNTY COMMUNITY DEVELOPMENT AGENCY
KINGS COUNTY GOVERNMENT CENTER
HANFORD, CA 93230

SPACE ABOVE THIS LINE FOR RECORDER'S USE

PARCEL MAP WAIVER (2 Parcels) FOR LOT LINE ADJUSTMENT NO. _____

A. LEGAL DESCRIPTION OF PROPERTY TO BE TRANSFERRED:

B. LEGAL DESCRIPTION OF PROPERTIES AFTER ADJUSTMENT:
Parcel No. 1:

Parcel No. 2:

C. OWNER OF PARCEL NO. 1

D. OWNER OF PARCEL NO. 2

Signature _____
Name _____
Address _____
Date _____
APN: _____

Signature _____
Name _____
Address _____
Date _____
APN: _____

DETERMINATION: A parcel map was waived by the Kings County Advisory Agency on _____, under provisions of Article VII of the Kings County Land Division Ordinance (Chapter 21 of the Kings County Code of Ordinances).

Kings County Treasurer-Tax Collector/Date
CERTIFICATION THAT PROPERTY TAXES HAVE BEEN PAID

Secretary of the Kings County Advisory Agency/Date

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

KINGS COUNTY
COMMUNITY DEVELOPMENT AGENCY
KINGS COUNTY GOVERNMENT CENTER
HANFORD, CA 93230

SPACE ABOVE THIS LINE FOR RECORDER'S USE

PARCEL MAP WAIVER (3 Parcels) FOR LOT LINE ADJUSTMENT NO. _____

A. LEGAL DESCRIPTION OF PROPERTY TO BE TRANSFERRED:

See Exhibit A for legal description(s)

B. LEGAL DESCRIPTION OF PROPERTIES AFTER ADJUSTMENT:

Parcel No. 1:

See Exhibit B for legal description

Parcel No. 2:

See Exhibit C for legal description

Parcel No. 3:

See Exhibit D for legal description

C. OWNER OF PARCEL NO. 1

D. OWNER OF PARCEL NO. 2

Signature _____
Name _____
Address _____
Date _____
APN: _____

Signature _____
Name _____
Address _____
Date _____
APN: _____

E. OWNER OF PARCEL NO. 3

Signature _____
Name _____
Address _____
Date _____
APN: _____

DETERMINATION: A parcel map was waived by the Kings County Advisory Agency on _____, under provisions of Article VII of the Kings County Land Division Ordinance (Chapter 21 of the Kings County Code of Ordinances).

Kings County Treasurer-Tax Collector/Date
CERTIFICATION THAT PROPERTY TAXES HAVE BEEN PAID

Secretary of the Kings County Advisory Agency/Date

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

KINGS COUNTY
COMMUNITY DEVELOPMENT AGENCY
KINGS COUNTY GOVERNMENT CENTER
HANFORD, CA 93230

SPACE ABOVE THIS LINE FOR RECORDER'S USE

PARCEL MAP WAIVER (4 Parcels) FOR LOT LINE ADJUSTMENT NO. _____

A. LEGAL DESCRIPTION OF PROPERTY TO BE TRANSFERRED:

See Exhibit A for legal description(s)

B. LEGAL DESCRIPTION OF PROPERTIES AFTER ADJUSTMENT:

Parcel No. 1:

See Exhibit B for legal description

Parcel No. 2:

See Exhibit C for legal description

Parcel No. 3:

See Exhibit D for legal description

Parcel No. 4:

See Exhibit E for legal description

C. OWNER OF PARCEL NO. 1

D. OWNER OF PARCEL NO. 2

Signature _____
Name _____
Address _____
Date _____
APN: _____

Signature _____
Name _____
Address _____
Date _____
APN: _____

E. OWNER OF PARCEL NO. 3

F. OWNER OF PARCEL NO. 4

Signature _____
Name _____
Address _____
Date _____
APN: _____

Signature _____
Name _____
Address _____
Date _____
APN: _____

DETERMINATION: A parcel map was waived by the Kings County Advisory Agency on _____, under provisions of Article VII of the Kings County Land Division Ordinance (Chapter 21 of the Kings County Code of Ordinances).

Kings County Treasurer-Tax Collector/Date
CERTIFICATION THAT PROPERTY TAXES HAVE BEEN PAID

Secretary of the Kings County Advisory Agency/Date