



Application for Lot Line Adjustment or Lot Merger

City of Grover Beach

Community Development Department

The purpose of this form is to advise the City of the basic components of the proposed project so that the City may review the application to determine compliance with applicable ordinances and policies. **Providing accurate and complete information will assure prompt processing of this application.** Use additional sheets wherever necessary.

FOR STAFF USE ONLY		
Date Application Submitted:	Application Number:	Receipt Number/Accepted By:
Planning Commission Approval Required?		<input type="checkbox"/> Yes <input type="checkbox"/> No

I. Property Owner Information: (If more than two lots are being adjusted, please use separate sheet to continue.)

Owner – Lot A:	Owner – Lot B:
Owner Address:	Owner Address:
Daytime Phone:	Daytime Phone:

Applicant:	Daytime Phone:
Applicant's Address:	
Architect/Engineer (if any):	Daytime Phone:
Architect/Engineer's Address:	

II. PROPERTY DESCRIPTIONS

EXISTING LOT A	EXISTING LOT B
Assessor Parcel Number:	Assessor Parcel Number:
Legal Description: Lot _____ Block _____	Legal Description: Lot _____ Block _____
Street Address:	Street Address:
Zoning: Square Footage:	Zoning: Square Footage:
Dimensions:	Dimensions:

PROPOSED LOT A	PROPOSED LOT B
Dimensions:	Dimensions:
Square Footage:	Square Footage:

III. REASON FOR LOT LINE ADJUSTMENT OR MERGER: _____

IV. Application for a Lot Line Adjustment/Lot Merger shall include the following:

1. Completed application form.
2. Payment of application fee as per current master fees schedule for processing.
3. Two (2) copies of a site plan, neatly and accurately prepared and drawn to scale showing:
 - i. North arrow, scale, date of preparation and area (in square feet and acres) of the project.
 - ii. The existing and proposed area of the lots being adjusted, along with all bearings and distances, lot numbers, and assessors parcel numbers. **Existing lot lines shall be shown by a dashed line and proposed lot lines shall be shown by a solid line.** The number of lots being adjusted shall also be included.
 - iii. All existing structures, walls, fences, or trees that are located on the properties.
 - iv. The placement, name and location of all existing streets, easements, and right-of-way on the land area of the proposed lot line adjustment and those abutting such land.
 - v. Sufficient contours to indicate the general elevations and the fall of the project area and adjacent area within 100 feet.
 - vi. Proposed uses of all portions of the project area.
 - vii. Names, addresses, and telephone numbers of the record owner and/or lien holder, applicant, and registered civil engineer or land surveyor (and registration or license number) preparing the site plan.

4. **Action of lot line adjustments shall be administrative and shall not require Planning Commission. However, Planning Commission action will be required where existing nonconforming lots are proposed to be reduced in size (9207.3 (A)).** If Planning Commission hearing is required, submit two set of typed labels on 8 ½ X 11" sheets listing the names, addresses, and assessor's parcel number of all property owners within a radius of **300 feet** of the exterior boundaries of the subject property, along with copies of the applicable assessor's parcel map book pages. Handout is available describing the process. Additional copies of the site plan will be requested before the Planning Commission hearing.
5. A Certificate of Compliance for each lot with the new legal description, for review by City Engineer. You will be billed for the actual costs of the engineering plan check.
6. For lot line adjustments within a mobile home park, written authorization from occupants of affected lots, in accordance with Health and Safety Code Section 18610.5.
7. Upon approval of lot line adjustment, a Recording fee (cost to be determined) made payable to the County of San Luis Obispo.

Authority to File Application



Please read carefully before signing or filing out this application. Submission of this application does not imply approval by the Community Development Department, Planning Commission, or the City Council. Approval of this application will not grant any right or privilege to use any building or land contrary to the provisions of law. All ordinances governing the use of this property shall be complied with, whether specified herein or not.

APPLICANT/SUBDIVIDER: *I certify under penalty of perjury that the foregoing statements and answers herein made and all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that the submittal of incorrect or false information is grounds for invalidation of application completeness determination or approval. I understand the City might not approve what I am applying for, or might set Conditions of Approval.*

Signature

Date

PROPERTY OWNER/AUTHORIZED AGENT *I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this completed application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)*

Owner—Lot A, Signature

Date

Owner—Lot B, Signature

Date

PLANNING COMMISSION POLICY 96-1

It is the policy of the Planning Commission of Grover Beach that:

- 1. Any revised plans (9 sets, folded) or supplemental material submitted by an Applicant should be turned in by Noon, Wednesday, two weeks prior to the Planning Commission meeting. This will enable the material to be evaluated by Staff. The material will be copied and sent out with the Planning Commission Agenda Packet.***
- 2. If material is submitted or verbal comments are made at the meeting, which are technical in nature, the Planning Commission may continue the item until the next regular meeting in order for Staff and the Planning Commission to consider the issue.***
- 3. The Applicant must provide nine (9) copies of any written, visual or graphic material (with the exception of petitions) submitted the night of the Planning Commission***