

# TRINITY COUNTY PLANNING DEPARTMENT

## Requirements for Complete Lot Line Adjustment, Certificate of Merger and Certificate of Compliance

The following items are REQUIRED for a complete application:

- COMPLETED AND SIGNED APPLICATION FORM
- SEVEN (7) COPIES OF A SITE PLAN which clearly provides the following information:
  - a. Existing, proposed and/or abandoned property lines, with dimensions, of the lots affected. Approximate area of the new lots shall be indicated.
  - b. Assessor's Parcel Number and street address (if parcel is addressed), for each affected lot.
  - c. Location of roads, easements, fences, structures, sewage systems, well and/or water lines, and any other improvement on the lot affected.
  - d. Unless sewage systems already exist on all affected parcels, or unless both public sewer and water systems are proposed to serve the project, the following features shall be shown to determine the amount of usable parcel area:
    - Approximate boundaries of gravel bars, dredge tailings, rock outcrops and areas with slopes greater than 30%.
    - Approximate boundaries of areas subject to landslide or flooding hazards.
    - Approximate high water limits of lakes, ponds, rivers streams and wetlands.
    - location of soil percolation test holes and test wells.Standard site plan scale is 1' = 100', unless a different scale is approved by the County Surveyor.  
Standard drawing size is 18"X26". All larger maps must be folded to fit in an 8 ½ X 11 folder.
- LEGAL DESCRIPTIONS of the reconfigured lots, which have been prepared by a licensed surveyor. The legal descriptions must be wet-stamped (surveyor's stamp with original signature). Legal description of lot configured by merger.
- PRELIMINARY TITLE REPORT for each affected parcel (consisting of easements, deeds of trust, ownership, legal descriptions), dated within the last six months.
- APPLICATION FEES are required at the time the application is submitted to the Planning Department. (See attached fee schedule) Recording fees will also be collected at completion of project (\$14.00 first page and \$3.00 for every page thereafter).
- ADDITIONAL REQUIREMENT FOR CERTIFICATE OF COMPLIANCE is that a deed or patent verifying creation of each parcel must be submitted with the application. Also, verification of legal access to the property is required.
- TWO STAMPED REGULAR #10 SIZE ENVELOPES addressed to the project applicant/agent to whom correspondence is to be sent. (If project is deemed to be a major lot line adjustment, then additional envelopes and postage may be required for noticing neighboring property owners.)

Following preparation of the Notice of Lot Line Adjustment by the Planning Department, but prior to final approval, the following will be required:

- a. NOTARIZED SIGNATURES of property owner(s) on the Notice of Lot Line Adjustment; and
- b. TAX COLLECTOR'S CERTIFICATE (certificate valid for 60 days)

NOTE: It is the applicant's responsibility to record a deed transferring title of the adjusted area. The deed must be recorded within two years of approval or the approval will expire and be invalid.



Application Number: \_\_\_\_\_

**TRINITY COUNTY  
PLANNING DEPARTMENT**

61 AIRPORT ROAD  
P.O. BOX 2819  
WEAVERVILLE, CA 96093  
(530) 623-1351 FAX (530) 623-1353

Application Form For:  
**LOT LINE ADJUSTMENT,  
CERTIFICATE OF MERGER  
& CERT. OF COMPLIANCE**

- Lot Line Adjustment
- Merger
- Certificate of Compliance

**APPLICANT**

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROPERTY OWNER**  Check if same as Applicant (If more than one property owner is involved, attach list.)

Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROJECT SURVEYOR / ENGINEER**

Email: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROJECT DESCRIPTION**

Property Location/Address: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Present Zoning: \_\_\_\_\_ Present General Plan: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ No. of Lots Involved: \_\_\_\_\_

Existing Parcel Size(s): \_\_\_\_\_ Size(s) After Action: \_\_\_\_\_

Purpose of Lot Line Adjustment or Merger: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Received by: \_\_\_\_\_

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

First Hearing: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

I hereby certify that I am the owner of record of the property described above, or have authorization to act in behalf of the owner of the owner (note attached), and that this application and all other documents submitted are true and correct to the best of my knowledge and belief.

**Applicant's Signature**

**Date**



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## Agent's Authorization Form

(Required only if Applicant is other than the property Owner)

I, the undersigned, state that I am (one of) the owner(s) of the proposed

\_\_\_\_\_ (Type of proposal)

on A.P.N.# \_\_\_\_\_. I do hereby authorize and empower

\_\_\_\_\_ (First & Last Name) to act on my behalf on all matters relating to said project in connection with its filing, processing, approval, conditional approval or disapproval by Trinity County, its boards and commissions, officers, employees and agents. Should I revoke this authorization it is my responsibility to serve written notice of said revocation to the County of Trinity by delivery to the Secretary to the Planning Commission.

1. \_\_\_\_\_  
Owner (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

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

2. \_\_\_\_\_  
Owner (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

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

3. \_\_\_\_\_  
Owner (Print)

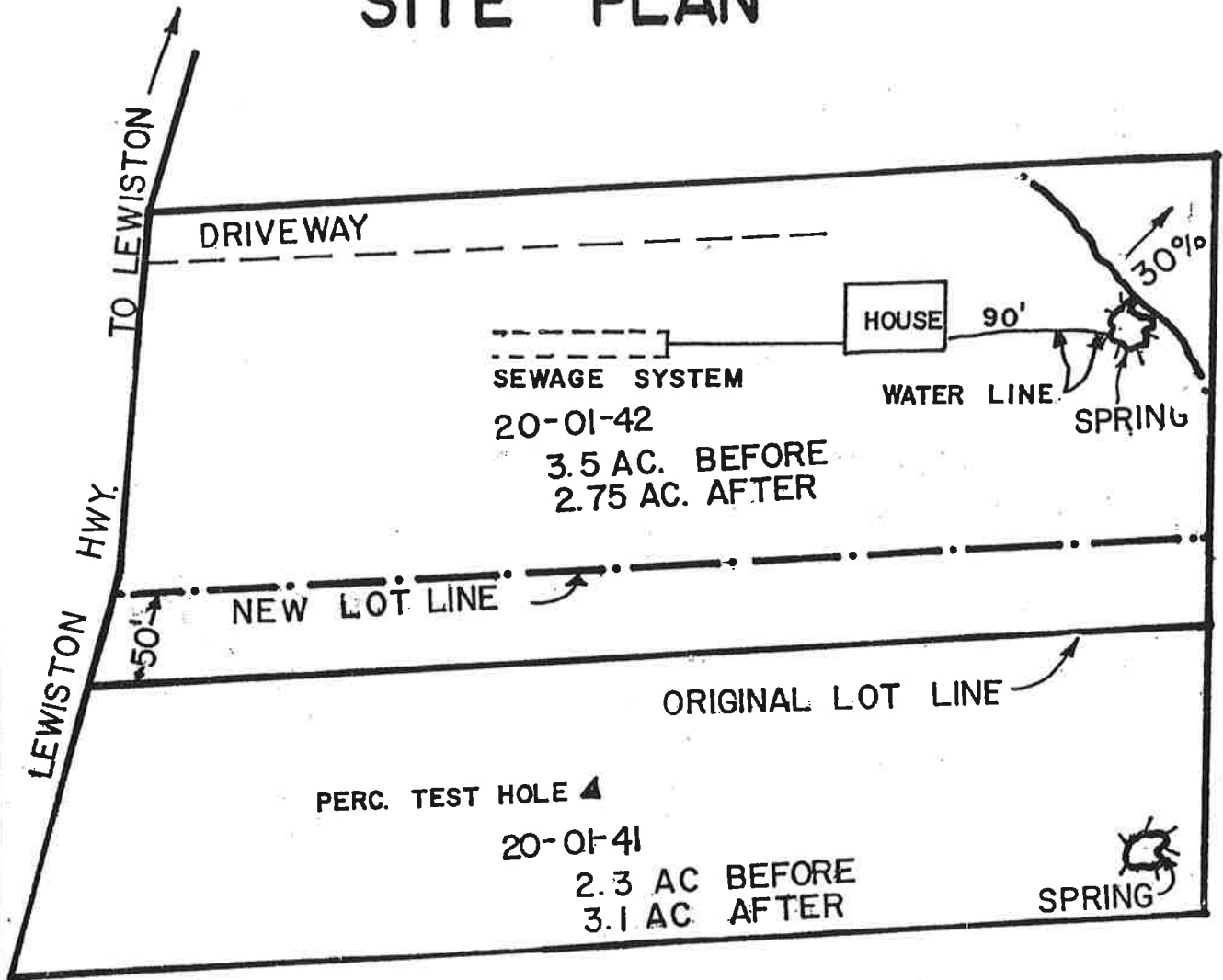
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

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

# SITE PLAN



## EXAMPLE

NAME & ADDRESS:  
J. S. SMITH P.O. Box 001  
LEWISTON, CAL.

PARCEL NO. 20-01-41 & 42

ZONING: U

LOT AREA: 3.1 AC.

SEC. 27 TWN. 33N RGE. 9E.

MER. M.D.B.M. SCALE: 1"=100'

DATE: 10-1-77

PHONE NO. 623-9999.

# LOT LINE ADJUSTMENT

**SITE PLAN**

**TRINITY COUNTY PLANNING DEPARTMENT**

APPLICANT PREPARED SITE PLAN	
Application No	
Drawn By:	APN:
Date:	Zoning:
Scale	Lot Area:



# TRINITY COUNTY

TREASURER-TAX COLLECTOR

P.O. BOX 1297, WEAVERVILLE, CALIFORNIA 96093

PHONE (530) 623-1251

October 1, 2009

Jeanne Bonomini  
Senior Planner  
Trinity County Planning  
61 Airport Road  
PO Box 2819  
Weaverville, CA 96093

RE: Parcel Map / Lot Line Adjustment Security Deposit

Dear Mrs. Bonomini,

The purpose of the security is to cover any taxes that are a lien on the property at the time it is issued. Property taxes become a lien on property on January 1<sup>st</sup> of each year. The exact amount of the tax is not fully determined until later in the year. Therefore, we can only estimate the amount that will be due. To accomplish this purpose the assessor estimates the value and the auditor computes the estimated tax based on the tax rate for the appropriate area. The amount of security that must be collected will be based on this estimate.

This amount will be held in trust until the secured tax bills come out in October. If there is an additional amount due at that time, your client will be billed for the difference. If the deposit collected was in excess over the actual tax amount, your client will be issued a refund for the excess.

Once the security deposit is received we will be able to sign off on the parcel map / lot line adjustment.

Sincerely,

Terri Mc Brayer  
Interim Treasurer-Tax Collector

### **Lot Line Adjustment**

Lot Line Adjustment Application	500.00
General Plan Maintenance Fee	75.00
County Surveyor Fee	175.00
Environmental Health Fee	219.00 requires site visit
Building Department Fee	43.00 w/o site visit or 90.00 w/site visit
<b>Total</b>	<b>1,012.00</b>

### **Merger**

Merger Application	250.00
General Plain Maintenance Fee	75.00
County Surveyor Fee	60.00
Environmental Health Fee	165.00 requires site visit
Building Department Fee	43.00 w/o site visit or 90.00 w/site visit
<b>Total</b>	<b>593.00</b>

### **Certificate of Compliance**

Certificate of Compliance App.	600.00
General Plain Maintenance Fee	75.00
County Surveyor Fee	125.00 (1st 2 hrs. then \$15.00 each add'l 1/4 hr.)
Environmental Health Fee	219.00 requires site visit
<b>Total</b>	<b>1,019.00</b>