



APPLICATION PROCESS

STEP 1

INITIAL CONSULTATION

Applicants are encouraged to consult with Community Development Department staff prior to submittal of an application. All Lot Line Adjustment (LLA) applications are subject to the requirements as summarized below (see Chapter 9-878 of the Development Title for complete requirements):

- a. **Number of Lots.** Between four (4) or fewer existing adjoining parcels
- b. **Encroachment.** LLA will not result in an encroachment into any public easement, right-of-way, required yard, or required area for wells, septic tanks, or leach fields
- c. **Frontage.** Parcels with existing street frontage on a public road must maintain frontage on a public road after the LLA
- d. **Public Services.** See Development Title Division 11: Infrastructure Standards and Requirements
- e. **Zoning Minimum.** All Parcels shall conform to the zone minimum of the parcel area before and after adjustment, or at least not increase the number of existing, nonconforming parcels. Nonconforming parcels shall not be transferred from one zone classification to another zone classification
- f. **Non-buildable Parcels.** The LLA shall not result in any new non-buildable parcels
- g. **Yard and Lot Widths.** Adjusted parcels shall meet all minimum yard and lot width requirements, or at least not increase the degree of nonconformity
- h. **Other Requirements.** Building code requirements and all other requirements of the General Plan and zone in which the subject properties are located are met

STEP 2

APPLICATION SUBMITTAL

- FEE** A list of current fees are available at the Community Development Department (Planning Counter) or on the Community Development Department website. The following forms of payment are accepted: cash, credit card (processing fee of \$1.35 or 2.29% [whichever is greater] applies), debit card (processing fee of \$1.35 applies) and check (made payable to San Joaquin County Treasurer).
- FORM** Seven (7) copies of the completed application with signatures from all owners
- SITE PLAN** Seven (7) copies of a folded 24" x 36" site plan, and two (2) reduced 8½ x 11 copies
- DEED** One (1) copy of the recorded deed(s) of each parcel
- SERVICES** If a connection to any public facility (water, sewer, or storm drainage) is proposed, a "will-serve" letter from the appropriate entity is required at the time of filing.
- APPLICATION COMPLETE** The Community Development Department will review the application for completion. Pursuant to Government Code §65943; 14 California Code of Regulations §§ 15060(a), 1510, the Community Development Department will notify the applicant in writing within 30 days from the date of submittal whether the application is deemed complete for processing.

STEP 3

APPLICATION PROCESSING

- REVIEW** Lot Line Adjustment applications are reviewed using the Staff Review Procedure (Development Title Chapter 9-210)

STEP 4

APPROVAL AND ADDITIONAL PERMITS

- ADDITIONAL PERMITS** Approved projects may be subject to additional permitting requirements.



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FILE NUMBER: _____

Owner Information	Applicant Information
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:
Applicant's Representative Information	Design Professional Information
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

Project Description <small>(Attach additional sheets as necessary)</small>

Property Information						
Assessor Parcel Number	Property Address	Existing Property Size	Proposed Property Size	General Plan	Zoning	Williamson Act Contract (Y or N)



FILE NUMBER: _____

SERVICES

Water

Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Water:
Private <input type="checkbox"/>	Existing Well <input type="checkbox"/>	New Well <input type="checkbox"/>	Well Replacement <input type="checkbox"/>

Wastewater Disposal

Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Sewer:
Private <input type="checkbox"/>	Existing Septic System <input type="checkbox"/>	New Septic System <input type="checkbox"/>	Septic System Replacement <input type="checkbox"/>

Storm Drainage

Public <input type="checkbox"/>	Service Provider:	Will Serve Letter Provided <input type="checkbox"/>	Distance to Public Storm Drain:
Private <input type="checkbox"/>	Existing On-site Retention Pond <input type="checkbox"/>	New On-site Retention Pond <input type="checkbox"/>	Natural Drainage <input type="checkbox"/>

OTHER PUBLIC SERVICES

Fire Protection Service

Service Provider:	Distance to Fire Station:



FILE NUMBER: _____

AUTHORIZATION SIGNATURES

ONLY THE OWNER OF THE PROPERTY OR AN AUTHORIZED AGENT MAY FILE AN APPLICATION

I, the Owner/Applicant/Agent agrees to indemnify, defend (with counsel reasonably approved by County), and hold harmless the County and its officers, officials, employees, agents, boards and commissions (collectively "County") as follows:

1. INDEMNITY:

A. From and against any and all claims, demands, actions, proceedings, lawsuits, losses, damages, judgments and/or liabilities arising out of, related to, or in connection with the application and applied for project or to attack, set aside, void, or annul, in whole or in part, an approval of the applied for project by the County, the adoption of environmental review documents related to the applied for project, and any related development approvals or project conditions for the applied for project (hereinafter "Claim");

B. For any and all costs and expenses incurred by the County on account of any Claim, except where such indemnification is prohibited by law, including but not limited to damages, costs, expenses, attorney's fees, or expert witness costs that may be asserted by any person or entity, private attorney general fees claimed by or awarded to any party against the County, and the County's costs incurred in preparing an administrative record which are not paid by the petitioner.

C. Except as to the County's sole negligence or willful misconduct.

2. DEFENSE:

A. The County may participate or direct the defense of any Claim. The County's actions in defense of any claim shall not relieve me of any obligation to indemnify, defend, and hold harmless the County.

B. In the event of a disagreement between County and me regarding defense of any Claim, the County shall have the authority to control the litigation and make litigation decisions, including, but not limited to, the manner in which the defense is conducted.

C. If the County reasonably determines that having common counsel presents such counsel with a conflict of interest, or if I fail to promptly assume the defense of any Claim or to promptly employ counsel reasonably satisfactory to the County, then County may utilize the Office of the County Counsel or employ separate outside counsel to represent or defend the County, and I shall pay the reasonable attorneys' fees and costs of such counsel.

I, further, certify under penalty of perjury that I am (check one):

Legal property owner (owner includes partner, trustee, trustor, or corporate officer) of the property(s) involved in this application, or

Legal agent (attach proof of the owner's consent to the application of the properties involved in this application) and have been authorized to file on their behalf, and that the foregoing application statements are true and correct.

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____



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FILE NUMBER: _____

SITE PLAN CHECK LIST

(Site plans must contain all applicable information contained in this checklist)

*****Incomplete site plans will not be accepted*****

SITE PLAN FORMAT:

The site plan shall include the following;

- Size: 24" x 36"
- North Arrow pointing towards the top of the page
- Location and names of all streets and easements bordering on the property with access details
- All property lines (existing and proposed) of the parcels with dimensions
- Vicinity map showing the location of the property in relation to surrounding streets

PROJECT DETAILS:

- Identify and label all existing and proposed structures with dimensions, square footage, distances from other structures and property lines, and addresses
- Identify and label all existing structures proposed for removal
- Identify the location, dimensions and surface material of all existing and proposed parking and driveways (See Chapter 9-1015 of the Development Title for Parking & Loading Regulations)

SERVICES: *(If public services will be utilized, a "will-serve" letter must be submitted from the service provider.)*

Well: *(Contact the Environmental Health Department at 209-468-3420 for well regulations)*

- Identify and label existing and proposed private water wells on-site
- Identify and label any off-site private wells within 150' of the proposed development

Wastewater Treatment: *(Contact the Environmental Health Department at 209-468-3420 for wastewater regulations)*

- Identify and label existing and proposed private wastewater treatment systems
- Identify and label any private off-site wastewater treatment systems within 150' of the proposed development

Storm Drainage: *(Contact the Department of Public Works at 209-468-3000 for storm water regulations)*

- Identify and label existing and proposed storm drainage facilities

TOPOGRAPHY:

- Identify any unusual topographic features of the site such as steep slopes and drainage courses.
- Identify topographic contours



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COMMUNITY DEVELOPMENT DEPARTMENT LOT LINE ADJUSTMENT

FILE NUMBER: _____

SAMPLE SITE PLAN

LOT LINE ADJUSTMENT

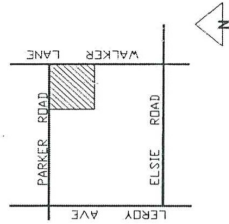
PORTION OF THE S 1/2 OF SEC. 10, T. 15, R. 6W
MOUNT DIABLO BASE AND MERIDIAN
SAN JOAQUIN COUNTY, CALIFORNIA

OWNER: THOMAS PARKER
751 E. PARKER ROAD
FRENCH CAMP, CALIF. 95555

NOTES

PROJECT DESCRIPTION TO INCREASE THE SIZE OF A PARCEL FROM 2.07 ACRES TO 2.41 ACRES TO ALLOW ADDITION TO EXISTING RESIDENCE TO DECREASE A 37.28 ACRE PARCEL TO 37.44 ACRES.
UTILITIES AND FACILITIES WATER, WELL, SEWAGE DISPOSAL, SEPTIC, STORM DRAINAGE, ON-SITE, ELECTRICITY, P.G. & E., GAS, P.G. & E., TELEPHONE, CONTINENTAL
FLOOD INFORMATION NOT SUBJECT TO FLOOD
ASSESSOR PARCEL NUMBERS 123-456-78
PROPERTY ADDRESS 999 E. PARKER RD.

VICINITY MAP



DETAIL

