



**MOUNTAIN HOUSE
LOT LINE ADJUSTMENT &
MERGER APPLICATION**

APPLICATION PROCESS

STEP 1

CHECK WITH STAFF

Development Services Staff will explain the requirements and procedures to you.

A Lot Line Adjustment application must include a Site plan and will be accepted only if the following apply:

- a. **Number of Lots.** The application approval will not result in more lots than currently exist
- b. **Encroachment.** The application approval will not result in an encroachment into any public easement, right of way, required yard, or required areas for wells, septic tanks, or leach fields
- c. **Frontage.** Parcels that have frontage on a county, or state maintained roadway must continue to have such frontage after the adjustment
- d. **Public Services.** Public Services as addressed by the Mountain House Development Title are provided to all parcels reduced to less than 2 acres
- e. **Zoning Minimum.** All parcels will conform to the zone minimum of the parcel area before and after adjustment, or at least, not increase the number of existing, nonconforming parcels
- f. **Non-buildable Parcels.** The lot line adjustment will not result in any new non-buildable parcels
- g. **Yard and Lot Widths.** Adjusted parcels will 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 zone, in which the subject properties are located, are met.

STEP 2

SUBMIT YOUR APPLICATION

When you apply, submit all of the following:

FEE	The staff will let you know the current cost of filing an application. Make checks payable to the San Joaquin County Treasurer.
FORM	Two (2) copies of the completed application information forms (attached) which all owners must sign.
SITE PLAN	Five (5) copies of a folded Site Plan (see attached Site Plan checklist) and two (2) copies of an 8- 1/2" x 11" or 11" x 17" reduced copy of the plan.
PROPERTY DESCRIPTION	One (1) copy of a metes and bounds or other acceptable method of description which will legally describe the property before lot line adjustment/merger and the property after the proposed lot line adjustment/merger. The descriptions in an after action condition will be used when recording the Lot Line adjustment/Merger document; therefore, it must be signed and stamped by a Certified Civil Engineer or Licensed Land Surveyor.
DEED	One (1) copy of the recorded deed(s) of the properties included.
WILL SERVE LETTERS	If your project requires connection to public facilities, you must submit a "will-serve" letter from the MHCS D and other appropriate water, sewer or drainage entities at the time of filing. This letter must include a statement from the agencies that they will serve the proposed development, and have, or will have, the capacity to provide such service.



PROJECT DESCRIPTION	A project description shall be submitted with the Application. The project description shall provide sufficiently detailed information, as identified on the application form, to provide for consistency findings.
ACREAGE BY LAND USE	Information concerning acreage by land use district, and the number and density of housing units by land use type.
CONSISTENCY	Description how the proposed project implements, or is consistent with, all County and MHCSD plans and agreements relevant to it, including documentation of compliance, and identification/documentation of any proposed amendments to plans.
EASEMENTS	Description of easements for pipelines, power lines, and railroad tracks, etc. within, in proximity to, or serving the properties.
HAZARDOUS MATERIALS FORM	A copy of a completed Hazardous Materials Disclosure Survey form.

STEP 3

APPLICATION DECLARED COMPLETE

Staff will check your application. If anything is missing, you will be notified in writing. The applicant will be sent a postcard once the application has been determined complete. (Your application cannot be processed until it is complete.)

STEP 4

APPLICATION PROCESSING

REFERRALS AND ACTION

Staff will refer the application to any County departments, and other agencies affected by your proposal. At the end of a review and comment period the Director will act on your application. If the Director determines that the application conforms to all adopted standards, your application will be approved. If the Director determines that the application needs to be modified, you will be so informed. If the Director cannot make the required findings, the application will be denied.

FINAL ACTION

The action of the Director is final.

STEP 5

ADDITIONAL REQUIREMENTS AND PERMITS

OTHER PERMITS

Frequently other local, state and/or federal agencies will require permits prior to new uses being established (e.g. Air Pollution Control District, Regional Water Quality Control Board or the Sheriff's Office). The Community Development Department will identify additional permits we are aware of that may be required for your project.

LOT LINE ADJUSTMENTS

DEED OR RECORD OF SURVEY

The application is not final until a Record of Survey or new deed is recorded. Staff will record a Notice of Lot Line Adjustment with the approved legal descriptions indicating a lot line adjustment has been approved for the parcel. Contact: Surveyor, Department of Public Works at 468-3050 for further processing details and related fees. The staff will send you the final action and if it is approved it will list the requirements, by department, that must be met before you can complete the property transfer.

MERGER

DEED OR PARCEL MAP

The merger shall be recorded with an instrument evidencing the merger of the parcels. This instrument can consist of a Parcel Map prepared by a Registered Civil Engineer or a Licensed Land Surveyor, or a "Merger" document completed and recorded by the Community Development Department. Once you receive a copy of this "Merger" document, a new deed describing the merged parcels should be executed and recorded.



MAP REQUIREMENTS

SIZE	The Site Plan must be drawn on minimum 18" x 24" material.
LEGEND	North Arrow, Date and Scale: Use an engineer's scale (i.e. 1" to 20' or 1" to 40', preferred). The direction of "north" should be pointing towards the top of the page.
VICINITY MAP	A vicinity map showing the location of the property in relation to surrounding streets.
PROPERTY LINES	All property lines or boundary lines of the parcel with dimensions. Label each parcel 1, 2, 3, 4, etc. and indicate the net square footage (acreage) of each.
STREETS AND EASEMENTS	Location and names of all street and easements bordering on the property with access details.
ADJACENT PROPERTY OWNERS	Names of adjoining property owners, including those across any easements, roads, waterway, etc.
CONTOUR LINES	Contour lines or spot elevations within and beyond the project, relative to mean sea level datum.
DEDICATIONS	Any improvements and easements to be dedicated to the County, MHCS D, or other public entity.
WATER COURSES	The location of existing water courses and the extent of any levee with toe and crown indicated.
EXISTING AND PROPOSED DEVELOPMENT	All existing structures (labeled 'existing') and any proposed structures (labeled 'proposed') with dimensions, square footage and distances from other structures and property lines. Any existing structures planned for removal should be shown with dashed lines.
DRIVEWAYS	The location, dimensions and surface material of all existing and proposed driveways.
WATER SUPPLY	The location of existing and proposed water mains and any water wells on-site and any off-site wells within 150' of the proposed development.
SEWAGE DISPOSAL	The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems and any off-site sewage disposal systems within 150' of the property.
STORM DRAINAGE	The location of existing and proposed storm drainage facilities (check with MHCS D Engineering staff).
FLOODING	The area subject to flood from an intermediate regional flood and depth of flood waters, if applicable. (Check with MHCS D Engineering).
NAMES AND SIGNATURES	Name, address and telephone number of owner; the name, address and telephone number of the applicant, subdivider or engineer filing the map.

SITE PLANS MUST BE COMPLETE AND LEGIBLE

Before applying, check your Site Plan to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff review your draft Site Plan prior to having copies run.

Faint prints and light blue lines cannot be accepted because they cannot be reproduced or microfilmed.



SAN JOAQUIN
— COUNTY —

Greatness grows here.



Existing Land Uses in Vicinity
On-Site Uses (Include Ag Crops):
Uses to the North:
Uses to the East:
Uses to the South :
Uses to the West:

ENVIRONMENTAL INFORMATION
Water, Drainage and Flooding
Describe the current depth of the ground water and depth to potable water:
Describe any existing drainage courses or eroded areas on or near the project site (e.g. rivers, creeks, swales or drainage ditches):
Describe any areas subject to flooding (including flood depths and flood panel map number):
Land, Land Use and Biota
Describe the site's topography (e.g. land forms, slopes, etc.):
Describe agricultural land that will be lost as a result of the project (type of crops, acres, quality of soil, etc.):



Describe any wildlife habitat on-site and species that are or may be present:
Describe any vegetation on-site by type and extent:
Air Quality
Describe air pollutants that may result from the project (e.g. construction related dust, vehicle trips per day, fire places, incinerators, etc.):
Other
Describe any items of historical or archaeological interest on-site (e.g. cemeteries or structures):
Describe any on-site or off-site sources of noise or vibration (e.g. freeway noise, heavy equipment, etc.):
Describe any on-site or off-site sources of light of glare (e.g. parking lot lighting, or reflective materials used):
Describe any on-site or off-site source of odor (e.g. agricultural wastes):
Describe any displacement of people that will be caused by the project (e.g. numbers of people, housing units):



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"/>

Electricity

Natural Gas

Service Provider:	Distance to Service:	Service Provider:	Distance to Service:

School Service

Fire Protection Service

Service Provider:	Distance to Elem School:	Service Provider:	Distance to Fire Station:

Existing Roads

Road/Street Name	R.O.W. Width	Pavement Width	Curb/Gutter	Sidewalks
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Proposed Roads

Road/Street Name	R.O.W. Width	Pavement Width	Curb/Gutter	Sidewalks
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



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: _____



SAMPLE SITE PLAN

LOT LINE ADJUSTMENT

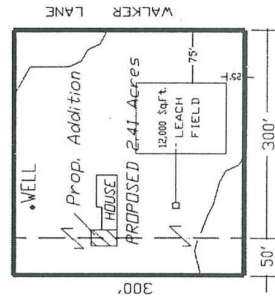
PORTION OF THE S 1/2 OF SEC. 10, T. 15, R. 6W
MOUNT DIABLO BASE AND MERIDIAN
SAN JOAQUIN COUNTY, CALIFORNIA

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

NOTES

PROJECT DESCRIPTION TO INCREASE THE SIZE OF A PARCEL FROM 2.02 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 NUMBER(S) 123-456-78
PROPERTY ADDRESS 751 E. PARKER RD.

DETAIL



VICINITY MAP

