



**LOT LINE ADJUSTMENT
SUBMITTAL INSTRUCTIONS**

For **minor** adjustment of Lot Lines as defined in Subdivision Ordinance.

Note: it is extremely important that the applicant comply with all requirements. Failure to comply may result in delay of processing, as the application, must be returned.

- 1. Filing Fee** **\$861.00 (plus environmental)**
- 2. Application** **2 Copies**
- 3. Copy of Deed** **2 Copies**
- 4. Title Report** **2 Copies**
- 5. Exhibits & Information Needed**
 - a. Maps** **4 Copies**
 - (1) A map of the land drawn at a minimum of 1" = 100' scale and showing the dimensions and area and pad elevations of each proposed resulting lot.
 - (2) The present and proposed method of storm drain disposal.
 - (3) Location of any existing structures and other improvements; distances to proposed property lines and proposed disposition.
 - (4) Existing contours with intervals as follows:
 - one foot when slope is less than 5%
 - two feet when slope is 5-10%
 - five feet when slope is 10-25%
 - ten feet when slope exceeds 25%
 - (5) Location of mature vegetation
 - (6) Vicinity Map and north arrow; north should be to top of map.
 - (7) Such information as may be required to determine whether the proposed lot line adjustment meets the standards imposed by the provisions of this article; and
 - (8) Such other relevant information as the Planning Director may require.
 - b. Assessor's Map showing subject lots** **2 Copies**
- 6. All exhibits must be folded to a size 8 ½ " X 13" before submittal.**

LOT LINE ADJUSTMENTS APPLICATION FORM

In accordance with Section 78-36 of the Subdivision Ordinance of the San Fernando Municipal Code, approval is requested for the minor adjustment of lot lines, as indicated below and as shown on the attached Map.

The total area of lots within this application has a length of _____ feet, a width of _____ feet, and a total area of _____ (Square feet/Acres).

It is located on the (N,S,E,W) side of _____ (Street/Road) in the _____ area.

The legal description of the property is as follows: _____
Lots Tract

The current zoning of the property is _____

I propose to adjust the boundaries of the existing lot to have the following:

<u>LOT</u>	<u>WIDTH</u>	<u>LENGTH</u>	<u>AREA IN SQUARE FEET</u>
1)	_____	_____	_____
2)	_____	_____	_____

The lots will be served access from _____ (Street/Road) or a non-exclusive easement extending from _____ (Street/Road).

To be filled out by all owners of record of all lots involved at time of application.

Name (typed): _____ Name (typed): _____

Signature: _____ Signature: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Name (typed): _____ Name (typed): _____

Signature: _____ Signature: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

OFFICE USE ONLY

Date filed: _____ Accepted by: _____

Case Number: _____ Zoning: _____ GPA: _____



**ENVIRONMENTAL INFORMATION FORM
(Applicant)**

GENERAL INFORMATION

1. Name and address of developer or project sponsor:

2. Address of project: _____

Assessor's Block and Lot Number: _____
3. Name, address, and telephone number of person to be contacted concerning this project: _____

4. List and describe any other related permits and other public approvals required for this project, including those required by city, regional and federal agencies.

5. Existing zoning district: _____
6. Proposed use of site (project for which this form is filled): _____

PROJECT DESCRIPTION

7. Site size: _____
8. Square footage: _____
9. Number of floors of construction: _____
10. Amount of off-street parking provided: _____
11. Proposed scheduling: _____
12. Associated projects: _____

13. Anticipated incremental development: _____

14. If residential, indicate the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected: _____

15. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities: _____

16. If industrial, indicate type, estimated employment per shift, and loading facilities: _____

17. Institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the projects: _____

18. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required: _____

ENVIRONMENTAL SETTING

19. On a separate page, describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.
20. On a separate page, describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use, and scale of development (height, frontage, set-back, rear yard, etc). Attach photographs of the vicinity.

(APPLICANT: FOR QUESTIONS 20 & 21, please attach a brief description of the property involved (20) and the surrounding area (21). This can be very short and simple, a paragraph for each item.)

ENVIRONMENTAL IMPACTS

Are the following items applicable to the project or its effects? Discuss all items below checked **“yes”** (attach additional sheets as necessary).

- | | YES | NO |
|--|------------|-----------|
| 23. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours? | _____ | _____ |
| 24. Change in scenic views or vistas from existing residential area or public lands or roads? | _____ | _____ |
| 25. Change in pattern, scale or character of general area of the project? | _____ | _____ |
| 26. Significant amounts of solid waste or litter? | _____ | _____ |
| 27. Change in dust, ash, smoke, fumes, or odors in vicinity? | _____ | _____ |
| 28. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns? | _____ | _____ |
| 29. Substantial change in existing noise or vibration levels in the vicinity? | _____ | _____ |
| 30. Site on filled land or slope of 10 percent or more? | _____ | _____ |
| 31. Use or disposal of potentially hazardous materials such as toxic substances, flammables or explosives? | _____ | _____ |
| 32. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)? | _____ | _____ |
| 33. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc). | _____ | _____ |
| 34. Relationship to larger project or series of projects? | _____ | _____ |

CERTIFICATION:

I hereby certify that the statements furnished above 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: _____ Applicant’s Signature _____