

## Boundary Line Adjustment Application Guide And Application Form

### **What is a Boundary Line Adjustment?**

A Boundary Line Adjustment is a minor adjustment to the property line between two or more parcels. New parcels are not created as a result of a Boundary Line Adjustment. A Boundary Line Adjustment is also known as a “lot line adjustment.”

A Boundary Line Adjustment is recommended to increase or decrease existing parcels as long as the parcel size meets the current standards for lot size and area. Boundary Line Adjustments are used to correct minor trespasses (i.e. building a garage over the line) or to add acreage to a parcel for the owner’s convenience. The Planning Department will process the application pursuant to the Subdivision Map Act. Essentially, if the parcels width, area, or other technical aspects remain compliant with the Municipal Code, the Subdivision Map Act or other City codes as a result of the Boundary Line Adjustment, the Planning Department can approve the application. Executing a boundary line adjustment is a relatively simple process. Boundary Line Adjustments can only involve up to four parcels, otherwise a Parcel Map is required.

### **What are the Costs?**

The City’s application fee for a Boundary Line Adjustment is \$800.00 deposit against cost. In addition you will also have to pay your representative for preparing the application and legal descriptions and the local title company for final processing and recording of the Boundary Line Adjustment Approval, and deeds reflecting ownership, as well as amending existing Deeds of Trust if applicable. The legal description must be prepared and submitted by either a Licensed Land Surveyor, or a Registered Civil Engineer that is licensed to practice land surveying (registered in California prior to 1982) and a City of Yreka Business License. The legal descriptions must be accompanied by a map showing the parcel(s) as depicted on the legal description. When ordering your Preliminary Title Report for this application, please instruct your title company to keep your order “open”. Failure to do so may result in additional charges by the title company at the end of the Boundary Line Adjustment process.

### **How long does it take?**

The Boundary Line Adjustment Approval will take 5 to 15 days depending upon when the application is accepted as “complete” by the Planning Department.

### **When will my Boundary Line Adjustment be completed?**

The Boundary Line Adjustment is complete when the Boundary Line Adjustment Approval, legal descriptions and deeds are recorded by the title company designated by the applicant.

Process:

#### Step 1: Submit the complete application.

The application requirements for a Boundary Line Adjustment as follows: A detailed plot plan must be submitted showing accurate existing and proposed lot dimensions, access points to all parcels and easements and approximate locates of existing and proposed improvements (i.e. buildings) slopes,

streams, ponds, flood prone areas and a sketch showing the general location of the project. Other information required includes the names and addresses of landowner and representative, address of property, and a Preliminary Title Report showing record title interest. Each property owner must sign the application.

The following is a list of requirements:

- Completed application from each property owner along with filing fee.
- Preliminary Title Report (not older than 6 months) which includes a map of existing property boundaries.
- Recordable Map of proposed property boundaries.
- New legal descriptions prepared and stamped by a licensed land surveyor, or civil engineer with the qualifications to prepare property descriptions.
- **Site Plan – to scale – showing** proposed property boundaries of all existing buildings, easements, wells, septic systems, water services, sewer laterals, fencing; sufficient to show property encumbrances.

Step 2: Planning Department Approval:

- Planning Department makes findings that parcels are consistent with Building and Zoning Codes.

Step 3: Forwarding the information to the Title Company:

- Upon approval of the Boundary Line Adjustment, the Planning Department will forward the Boundary Line Adjustment Approval, along with the new legal descriptions and map to the Title Company.

**Completion:** The Boundary Line Adjustment will be complete at such time as the Title Company records the Boundary Line Adjustment Approval, Deeds, and any other documents necessary to reflect the new boundary lines as depicted in the Boundary Line Adjustment Approval.

City of Yreka  
Planning Department  
701 Fourth Street, Yreka, CA 96097  
(530) 841-2324

**Lot Line Adjustment (Boundary Line Adjustment) Application**

Date: \_\_\_\_\_ Deposit Against Cost \$ 800.00       Check     Cash

**Applicant:** Name: \_\_\_\_\_

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

\_\_\_\_\_

Day-time Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Representative:** Name: \_\_\_\_\_

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

\_\_\_\_\_

Day-time Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Contact Information for Title or Escrow Company:**

Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

**Property (1) Owner** Names: \_\_\_\_\_

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

\_\_\_\_\_

Day-time Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Property address:** \_\_\_\_\_ Yreka, CA    APN: \_\_\_\_\_

**Property (2) Owner** Names: \_\_\_\_\_

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

\_\_\_\_\_

Day-time Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Property address:** \_\_\_\_\_ Yreka, CA    APN: \_\_\_\_\_

**Description of Proposed Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property Owner Signature

I agree to abide by all of the ordinances of the City of Yreka, state law, and federal law; and I authorize city representatives to enter upon the above mentioned property for inspection purposes, and to record any notice of code violation pursuant to YMC Ch. 11.40 and/or Ch. 16.08 with the office of the Siskiyou County Recorder.

I certify that I have read this application and state that the above information is correct. I agree to comply with any terms or conditions of any entitlement issued or permitted by the City pursuant to this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Mailing Address

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Mailing Address

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City/State/zip

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City/State/zip

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City/State/zip

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Date

\_\_\_\_\_  
Date

**AGREEMENT FOR FULL COST BILLING**

Yreka Planning Department  
701 Fourth Street  
Yreka, CA 96097

I understand that the final fee for this application will be based on the actual costs of the employees (City and Contractual) time spent processing the application plus an overhead rate associated with providing the materials and maintaining the facilities necessary to support the service.

I understand that the initial fee is considered a deposit toward full cost for processing. This initial fee will set up an account that shall be charged at the current rate for all staff processing time. I understand that should the final costs be more than the initial fee deposit, I will be billed for the additional charges. If costs are less than the deposit, a refund will be processed.

I understand that staff processing time is applicable to all applicable divisions of the City of Yreka as well as contracted Planning and Engineering Services. This also includes, but is not limited to reviewing plans/submittal packages; routing plans to and communicating with interoffice departments and outside agencies; researching documents relative to site history; conducting site visits; consulting with applicant and/or other interested parties either in person or by phone; exhibits; and attending meetings/public hearings before the Planning Commission/City Council.

I also understand that receipt of discretionary approvals does not constitute an entitlement to begin work. Nondiscretionary approvals may be required from city departments and outside agencies. I understand that additional fees will be assessed for these approvals. These fees may include, but are not limited to building permit fees, improvement plan fees, map check fees, traffic impact fees, Environmental Assessment fees, and other fees such as development impact fees, parkland dedication fees, and utility connection fees.

**As applicant, I assume full responsibility for all costs leading to approvals incurred by the City in processing this application.**

**Project Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

Billing Contact Information:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Billing Address if different from contact:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

Applicant Name: (Please print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_