



CITY OF FIREBAUGH

Lot Line Adjustment Application Packet/Checklist

COMMUNITY DEVELOPMENT DEPARTMENT

1133 P STREET

FIREBAUGH, CA 93622

(559) 659-2043

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask planning staff. The staff will use a copy of this list to check your application for completeness after it is submitted. Processing of your application could be delayed if required information is missing, inaccurate or incomplete.



1. **Application Form.** Attached.
2. **Application Fee:** \$500
3. **Environmental Description Form.** *Some lot line adjustments are required to be reviewed for their potential impacts on the environment. Staff will inform you if your project is subject to this review.*

INFORMATION REQUIRED

- () Three copies of the proposed lot line adjustment drawn on sheets measuring 18 x 24 inches plus one 8-1/2 x 11" copy of map. The plan shall show the following information:
 - A) Identify all existing structures and improvements on the site.
 - B) Show both existing and proposed property lines.
 - C) Show existing street improvements.
- () Deeds of existing properties which indicate existing property lines.
- () Legal descriptions of proposed parcels, which should include closure calculations described by bearings and distances.
- () A copy of the lot line adjustment map reduced to 8 1/2 x 11 inches. The reduced copy needs to be suitable for recording. If the copy is illegible, the Fresno County Recorder's office will reject the lot line adjustment.
- () Copies of proposed deeds to be recorded simultaneously with the lot line adjustment.

LOT LINE ADJUSTMENT PROCESS

1. When the applicant submits the required application materials, staff reviews the material to determine if it is complete.
2. When the map and legal description are determined to be correct, staff prepares a Lot Line Adjustment Resolution which is signed by the City Planner.
3. Deputy City Clerk assembles the lot line adjustment, the legal descriptions and reduced map and then arranges with the applicant to meet at the County Recorder's office to have the lot line adjustment and deeds recorded simultaneously.
4. When the deeds are recorded, the County requires the applicant to complete and sign a "Preliminary Change of Ownership" form. This must be signed by the property owners. Often the inability to complete the form results in the lot line adjustment not being able to be recorded.
5. When the lot line adjustment and deeds are recorded, the process is complete.



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Lot Line Adjustment Questionnaire

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Please type or print clearly in ink. Incomplete applications will be returned.

Project Address or legal description

Assessor Parcel Number:

Existing use of project site:

Lot size and dimensions of lots before and after adjustment:

Do the size and dimensions of the adjusted parcels comply with minimum lot size and dimension requirements of the Zoning Ordinance?

What is the proposed use(s) of the site

What are the existing General Plan and zoning designations for the site

How many acres are involved

