



Planning & Community Development Department

300 Seminary Avenue

Ukiah, CA 95482

Email: planning@cityofukiah.com

Web: www.cityofukiah.com

Planning Services

Phone: (707) 463-6203

Fax: (707)463-6204

Lot Line Adjustments (LLA)

Submittal Requirements

- Completed and signed Planning Permit Application form
- All items indicated in the Development Permit Application Submittal Requirements Matrix (page 3)
- Site Plan/Boundary Map with the following information:
 - existing and proposed property lines with dimensions
 - approximate square footage of each proposed lot
 - proposed lot layouts and dimensions for each lot
 - existing easements and right(s)-of-way
 - existing and proposed driveway access
 - existing and proposed utilities (water, sewer and electric)
 - contours based on the average slope of the lot: 2-foot intervals where slope is 1%; 5-foot interval where slope is greater than 1% and less than 5%; 10-foot interval where the slope is greater than 5% and less than 10%; and 25-foot interval where the slope is 10% or greater
 - name, address, and phone number of the property owner, subdivider, and engineer or land surveyor preparing the map
- Preliminary Title Report of all properties to be adjusted prepared within 6 months of the date the Lot Line Adjustment is submitted to the City.
- Plans prepared at 8 ½" x 11" or folded to this size (see Planning Permit Application for required number of plan sets)
- Check made payable to Mendocino County Clerk for the required posting fee for legal notices

LLA Requirements

Ukiah City Code Division 9 (Planning and Development), Chapter 1 (Subdivisions), Article 17.1 (Lot Line Adjustments) includes the process and requirements for the application and processing, approval, and completion of lot line adjustments.

In accordance with the Subdivision Map Act Section 66412(d), lot line adjustments must meet the following requirements:

- consistency with the general plan, any applicable specific plan, zoning and building ordinances;
 - adjustment is between four or fewer existing adjoining parcels; and
 - adjustment will not create more lots than existed prior to the LLA (may result in fewer lots).
-

See Back Page

LLA Conditions of Approval

In accordance with the Subdivision Map Act Section 66412 (d), the following conditions of approval may be placed on a lot line adjustment approved by the City as necessary to:

- conform to the general plan, applicable specific plan, zoning and building ordinances;
 - require prepayment of real property taxes prior to approval of the LLA; or
 - facilitate the relocation of existing utilities, infrastructure, or easements.
-

Recommendations

Prior to submitting an application, applicants are encouraged to do the following:

- Discuss your project with Staff prior to submitting an application.
 - Notify surrounding property owners of the proposed project.
 - **If you have a Deed of Trust on your property, we strongly recommend that you discuss the feasibility of the project with your lender, who may impose special loan requirements on the lot line adjustment. A revised Deed of Trust and Partial Reconveyance may take several months for the lender to process, and cost \$1,000 or more in fees. Early coordination with your lender will help to avoid unexpected problems, delays, and expenses.**
-

Post Approval

After the approval of a Lot Line Adjustment, the applicant will be required to hire a land surveyor to prepare the draft deeds and legal descriptions of the proposed LLA. These documents shall be submitted to the Department of Public Works for review and approval. Additional fees for review and recording of the final LLA documents will be required.

City of Ukiah Contacts

Ben Kageyama, Senior Civil Engineer, Public Works	(707) 463-6284	bkageyama@cityofukiah.com
Jennifer Faso, Associate Planner, Planning Services	(707) 463-6206	jfaso@cityofukiah.com