



PLA - \_\_\_\_\_

**EXHIBIT B - MAP OF ADJUSTED PARCELS**  
*(Place map here)*

PLA - \_\_\_\_\_ **EXHIBIT C - LEGAL DESCRIPTIONS CERTIFICATE OF ADJUSTED PARCELS**

Description of each parcel after adjustment as shown on Exhibit "A" have been examined by the undersigned, and it is hereby certified that each of the legal descriptions is technically correct and substantially conforms to the Property Line Adjustment approved by the City of Anderson.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

\*NOTE: This certificate must be stamped and signed by a Registered Engineer or Licensed Surveyer.



PLA - \_\_\_\_\_

**EXHIBIT "D"**  
**OWNER'S CERTIFICATE FOR PROPERTY LINE ADJUSTMENT**

Reference: California Government Code Section 66412(d)

(I) (WE) hereby certify that (I) (WE) are the owner(s) of, or have some right, title or interest in and to the real property included within the adjusted boundaries as approved or Property Line Adjustment # \_\_\_\_\_ and as described in Exhibits "A" and "B", said properties are currently described as Assessor Parcel # \_\_\_\_\_ and Assessor Parcel # \_\_\_\_\_ (I) (WE) (AM) (ARE) the only person(s) whose consent is necessary to pass clear title to said property and (I) (WE) consent to recordation of said waiver documents and accompanying information.

Parcel A	_____	Parcel B	_____
	_____		_____
Parcel C	_____	Parcel D	_____
	_____		_____

*(Attach Notary Public's Acknowledgement, Seal & Signature page after Exhibit "D")*

PLA - \_\_\_\_\_

**REQUEST OF ASSESSOR**  
To be completed and signed by Applicant(s)

(I) (WE), the undersigned, hereby request that the Shasta County Assessor's Office consolidate Assessor Parcel Number(s) \_\_\_\_\_ in accordance with Property Line Adjustment No. \_\_\_\_\_.

Signed:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **PROPERTY LINE ADJUSTMENT**

### **Purpose of Property Line Adjustment Permit**

The State Subdivision Map Act limits local government agencies' review and approval of property line adjustments specifically to a determination of whether or not the parcels resulting from the lot line adjustment will conform to local zoning and building ordinances. A property line adjustment is defined as an adjustment between four or fewer existing adjoining parcels where the land taken from one parcel is added to an adjoining parcel, and where a greater number of parcels than originally existed is not thereby created. Local agencies may not impose conditions or exactions on the approval of a property line adjustment except to conform to local zoning and building ordinances or to facilitate the relocation of existing utilities, infrastructure or easements.

### **Process of Property Line Adjustment**

#### **Step 1 - Pre-application discussion with staff**

It is recommended that the applicant review the proposal with Planning and Engineering staff prior to the submission of the formal application. This will allow the staff to advise the applicant on conformity with the General Plan, Zoning Ordinance, Uniform Building Code and engineering requirements.

#### **Step 2 - Filing the application**

The applicant should submit the following for the PLA:

- a. A completed application, signed by the property owners of all affected parcels.
- b. A preliminary title report not over thirty days old.
- c. Two copies of a preliminary exhibit prepared and stamped by a licensed Land Surveyor or Civil Engineer as follows:
  - Show the proposed boundary change with the lines to be deleted noted and shown in a broken line. New parcel lines shall be solid lines.
  - The parcels shall be identified as Parcel A, B, C or D.
  - Show any improvements or a statement to the effect that there are no improvements.
  - Show any required setbacks from structures.
  - Show any wells or septic system locations, contours as necessary to determine usability of the lots.
  - Easements and existing utilities.
- d. Amended legal descriptions prepared and stamped by a licensed Land surveyor or Civil Engineer describing the adjusted parcels along with calculations of closure.
- e. If the parcels are in different ownership, a copy of the deed transferring the adjusted portion of the parcel which must contain the following statement:  
"This deed is for property line adjustment purposes and the transferred property does not constitute a separate legal parcel."

#### **Step 3 - Review of application by staff**

When the application is accurate and complete, the Planning staff will review the proposal to determine if it is in compliance with the City zoning code and the Public Works Department will review the proposal to determine if the adjustments impact City services, the legal description is correct and the change complies with Building Codes. A public hearing is not required. The applicant will be notified by mail as to the proposal's compliance with local requirements. Conditions will not be imposed on the approval of a property line adjustment except as necessary to facilitate the relocation of existing overhead or underground utilities, easements, or to bring the proposal into conformance with City zoning and Building Codes.

#### **Step 4 - Recording the property line adjustment**

Following approval by Planning and Public Works staff, the property owner is notified to pick up the documents and the grant deeds if applicable, for recording in the County Recorder's Office.

If the property owner or owners decide to file Record Survey, the record of survey is submitted to the County Public Works Department for plan check or if a parcel map is prepared, it is submitted to the City Public Works Department for Plan Check. Upon completion of all plan-check requirements, the map is submitted to the County Recorder's Office for filing by the City (parcel map) or County (record of survey).

#### **Step 5 - Notifications to staff of recordation**

In order to facilitate the accurate mapping of property line adjustments and eliminate confusion about property lines on City base maps, it is requested that a copy of the deeds or maps be placed on file with the Public Works Department as soon as possible following recordation or filing.

#### **Time Requirements**

The actual time for processing a property line adjustment will vary depending on the complexity of the proposal, but generally reviews by the Development Services Department and Public Works staff can require up to three weeks. It cannot be overemphasized that the burden for meeting this time frame rests largely on the applicant and the submission of a complete and accurate application.