City of Arcata
LOT LINE ADJUSTMENT APPLICATIONS

While this packet may help applicants prepare large parts of their applications, there are parts of the applications that require preparation by licensed professionals. The City generally encourages applicants to make use of competent professionals to prepare the necessary documentation. Lot Line Adjustment requests are generally referred to as "project." References to "applicant" also include the applicant's representative. Template documents are available in electronic format by e-mail or 3 ½" diskette (Bring in a disk).

Table of Contents

I. Procedure
II. Circulating the Request For Comments
III. The Action Notice
IV. The Notice of Lot Line Adjustment
Appendix A Sample Request For Comments
Appendix B Sample Action Notice
Appendix C Sample Notice of Lot Line Adjustment
Appendix D County Recorder's fees
Appendix E County Treasurer and Tax Collector Handout

Section I
Procedure

1. CEQA: Determine with Staff if the Lot Line Adjustment is exempt from the California Environmental Quality Act (CEQA). Staff will instruct you on the CEQA process.

2. Submit Application Form and Fees:
   a. Planning Department application form, including signatures of all parties having title in the affected parcels;
   b. Preliminary Title Report or Lot Book Report for all affected parcels dated no more than three months prior to the application date;
   c. Fees.
   d. Include information from Section II, number's 1-4.

3. Obtain a File Number: Staff will assign a file number, which is used throughout the process to identify the specific project.

4. Circulating the Request For Comments: The applicant circulates information on the project to certain agencies and City departments for their comments. Comments are sent directly to the Community Development Department and copies will be forwarded to the applicant when the comment period is over. These comments are incorporated into the Action of the Director of Community Development.

5. Draft Documents: The applicant then prepares a draft Action of the Director of Community Development according to Section III of this packet and a draft Notice of Lot Line Adjustment following the instructions in Section IV of this packet.

6. Submit Draft Documents: The applicant submits the draft documents to staff prior to obtaining signatures. Staff will review them for accuracy and completeness.

7. Revising Draft Documents: Staff makes corrections to the drafts. The applicant resubmits a revised Action of the Director of Community Development and two copies of the completed Notice of Lot Line Adjustment. One copy will be the "original" recorded copy; the other will be the "conform copy" (explained below).

8. Complete Documents: Staff verifies the completeness of the documents then the Community Development Director signs the Action of the Director of Community Development. The applicant obtains original notarized signatures on both copies of the Notice of Lot Line Adjustment and resubmits them to Staff. Staff completes the Notice of Lot Line Adjustment with a notarized Community Development Department signature.

9. Recording the Notice of Lot Line Adjustment: Once the documents are complete the applicant pays the recording fee with a check made out to the County Recorder. The City submits the applicant's check and two copies of the Notice of Lot Line Adjustment to the Humboldt County Recorder's Office. The Recorder's office will record the document by placing a recording stamp on both copies. One copy is "conformed" and returned immediately; this provides proof that the document has been recorded. The Recorder's Office keeps the "original" copy to photograph into the Recorder's records. This copy is eventually returned to the City. The City holds the "conform copy" until the City receives the "original" recorded copy. Then the city returns the conform copy to the applicant for the applicant's records. See Appendix D for the County Recorders fees.

Section II
Circulating the Request For Comments

Distribution List

All Requests for Comments must be sent to:

Community Development Department - Planning	Arcata City Hall; 736 F Street; Arcata, CA 95521
Building Department	
Parks and Recreation Department	
Public Works Department	
Department of Environmental Services	
Fire Department	631 9th St., Arcata, CA 95521
Pacific Bell	Engineering Department; 1818 F Street, Room 202; Eureka, CA 95501
Pacific Gas and Electric Support Services	Attn: Land Agent; 2555 Myrtle Ave.; Eureka, CA 95501
Sudden Link	Attn: Plant Manager; 911 W. Wabash Avenue; Eureka, CA 95501

Requests for Comments Must Be Sent if Circumstances Warrant as noted:

Agency or Department	Project issues relate to:	Address
Police Department	public safety	736 F Street; Arcata, CA 95521
Humboldt County Public Works	a County road	Supervising Engineer; 1106 2nd Street; Eureka, CA 95501

Humboldt County Planning Department	a City Limit line	Supervising Planner; 3015 H Street; Eureka, CA 95501
California Coastal Commission	the Coastal Zone	Coastal Planner; P.O. Box 4908; Eureka, CA 95502
Caltrans District 01	a Caltrans right-of-way or a State Highway	Attn: Inter-Government Review; P.O. Box 3700; Eureka, CA 95502-3700
U.S. Army Corps of Engineers	a wetland	Regulatory Branch; P.O. Box 4863; Eureka, CA 95502
Farm Bureau	agricultural land	Attn: Executive Director; P.O. Box 308; Fields Landing, CA 95537
Historical Sites Society of Arcata	to or adjacent to an historically designated structure	P.O. Box 4521; Arcata, CA 95521
Arcata Elementary School District	housing development or adjoins school district property	Attn: Superintendent; 1125 Sixteenth Street; Arcata, CA 95521
Pacific Union School District	housing development or adjoins school district property	Attn: Superintendent; 3001 Janes Road Arcata, CA 95521
Jacoby Creek School District	housing development or adjoins school district property	Attn: Superintendent; 1617 Old Arcata Road Bayside, CA 95521
Northern Humboldt School District	housing development or adjoins school district property	Attn: Superintendent; 2755 McKinleyville Ave. McKinleyville, CA 95519
California Department of Fish & Game	a wetland, creek other wet area, or a sensitive habitat area.	Attn: Senior Biologist Supervisor; 601 Locust St.; Redding, CA 96001
Arcata & Mad River Transit	transportation	Attn: Superintendent; Arcata City Hall; 736 F Street; Arcata, CA 95521
North Coastal Information Center	Cultural resource concerns $120.00 Fee required	Attn: Director 15900 Hwy 101 N Klamath, CA 95548
Table Bluff Reservation	Cultural resource concerns	Attn: Administrator 1000 Wiyot Drive Loleta, CA 95551
Blue Lake Rancheria	Cultural resource concerns	Attn: Tribal Historic Preservation Officer P.O. Box 428 Blue Lake, CA 95525
Bear River Band of Rohnerville Rancheria	Cultural resource concerns	Attn: Director 27 Bear River Drive Loleta, CA 95551

The Request for Comments, summary sheet, location map, and lot line adjustment map must be in the same format as the sample in Appendix A. The Request for Comments will contain:

- A Distribution List;
- Sender Information;
- Response Information;
- A List of Attachments;
- Space for responses.

Generally the attachments include:

1. Location Map - a map is available from Staff which will clearly show the location of the project.
2. Summary Sheet - This contains the basic project information, and other information about the project that would help the reviewing agencies (See Appendix A).
3. Lot Line Adjustment Map - This map must be on an 8 1/2" x 11" paper, must be clear and neat, and must contain:
    - North arrow and scale;
    - Existing and proposed property lines clearly delineated;
    - Bearing and length of each line;
    - Area of both existing and adjusted parcels;
    - Notation of the last recorded subdivision or parcel map from which the Lot Line Adjustment Map was prepared or indication of a known survey point to which the map in "tied"
    - All existing rights-of-way, easements, structures and adjacent streets and roads;
    - All existing creeks, wetlands, other wet areas, or other sensitive habitat areas;
    - Assessor's parcel numbers;
    - Zoning designations;
    - Name of person preparing the map and date the map was prepared.
4. If environmental review is required then a draft initial study should also be included. Projects are subject to *Wetland and Creeks Protection Combining Zone* standards.

The comment deadline shall be at least 15 days from the date the request is sent. The comments are sent to the Community Development Department and placed in the file. Copies will be sent to the applicant at the end of the comment period.

Section III
The Action Notice

The action notice is the official document stating approval or denial of the lot line adjustment by the Director of the Community Development Department. The action notice must be in the same format as the sample in Appendix B and contain the following parts:

1. Project information - use the same information as in the Request for Comments
2. Date of Action - Leave this blank until staff has approved the final draft of the action notice.
3. Analysis - Describe the site and the lot line adjustment. Also state which agencies were contacted by the Request for Comments and their response.
4. Conditions of Approval - These generally come from comments in the Requests for comments. For example, the Public Works Director may require public improvements or a survey when one might not otherwise be indicated. NOTE: Projects are subject to *Wetland and Creek Protection Combining Zone.*
5. Findings - This section needs to contain, verbatim, the following set of findings:

   "The Director of Community Development hereby finds that the proposed Lot Line Adjustment is in compliance with existing code and policies. The Lot Line Adjustment will not create difficult access to the parcels in question nor are any Variances needed to permit standard development. Utilities and public services are or will be available to the parcels and no dedication or other improvements are necessary. The Lot Line Adjustment map submitted contains all of the required information in Section 2-0403.1 of the Arcata Land Use and Development Guide."
6. Notes - This section is for any special information that pertains to the project.
7. Environmental Assessment - This section summarizes environmental review and indicates type of environmental review approval (i.e. exemption, Negative Declaration, etc.). If the project is exempt from CEQA use the following statement:

   "Categorical Exemption granted under Section_____, Class ___, of the California Administrative Code." Add evidence to support the exemption.

   If the project requires a Negative Declaration, use the following statement:

   "A Negative Declaration is approved, pursuant to CEQA. Property owners within the 500 foot radius were notified of the intent to adopt a Negative Declaration."

   Note that, if mitigation measures were required, the above statement must also state that and briefly describe what mitigation is necessary.
8. Attachments - The unsigned Notice of Lot Line Adjustment is attached to the action notice.
9. City signature - When the documents are complete and the Director of the Community Development Department approves the Lot Line Adjustment, he/she will sign here.

10. Distribution Information - This item should state all of those that will receive copies of the Action Notice including:
    - Applicant;
    - Applicant's Engineer or Representative;
    - City Engineer;
    - City Geographic Information System Specialist;
    - Assessor's Office, Drafting Division, Humboldt County;
    - Coastal Commission (if the project is in the Coastal Zone).

Section IV
The Notice of Lot Line Adjustment

The Notice of Lot Line Adjustment is the document that declares that the property line has been adjusted. This document is only valid when recorded with the Humboldt County Recorder's Office. The notice must be in the same format as the sample in Appendix C. Be sure to leave a minimum 3" high by 3 1/2" wide space in the upper right corner for the recorders stamp and ½" margins. The notice must contain the same information as the sample including the return and file number information, declaration of lot line adjustment, date and City signature, a notary page for City signatures, Owner(s) signature page(s), the lot line adjustment map (Exhibit "A"), and legal descriptions (Exhibit "B"). Legal descriptions must be prepared by a licensed surveyor and bear the original stamp of the surveyor. If the document is not completed properly and the Lot Line Adjustment Map is not neat, sharp, and clear, the Recorders office will return the document without recording it.

NOTE: If more than one property owner is involved and a transfer of ownership is required, a grant deed must be recorded at the same time as the Notice of Lot Line Adjustment. Contact your Title Company to prepare your deeds and for any other requirements. A copy of the deed to be recorded must be submitted to the Community Development Department with the Notice of Lot Line Adjustment.

TAXES: Please refer to Appendix E for information regarding tax bills.

Appendix A

REQUEST FOR COMMENTS by December 1, 2050

TO:

___ Building Department	___ CA Depart. of Fish & Game
___ Community Development	___ Humboldt County Planning Dept.
___ Environmental Services Dept.	___ PG&E
___ Public Works Department	___ Public Works Department
___ Police Department	___ Other
___ Fire Department	___ Other

FROM: Community Development Department, City of Arcata
736 F Street, Arcata, CA 95521

DATE: October 24, 2050

SUBJECT: Request for Comments on a Lot Line Adjustment application

PROJECT: John Smith/Jane Doe Lot Line Adjustment**.**
FILE NUMBER: 001-999-LLA
LOCATION: 866 LittleFeat Dr., AP# 505-526-014, 505-526-015

The Community Development Department is currently reviewing the above application. The project has not yet been scheduled for a Zoning Administrator hearing.

We request your comments by December 1, 2050, so that they can be included in the analysis and staff report. If we do not hear from you by this date, we will assume that the project does conform to your requirements.

Please direct your response toward both the land use and environmental implications of the project as well as the development conditions or requirements which should be imposed. If you have any questions concerning this project, please call [contact person] at [phone number]. ***Return completed Request for Comments to: City of Arcata – Community Development Department, 736 F St., Arcata, CA 95521.***

ATTACHMENTS:
1. Location Map
2. Project Information Sheet
3. Lot Line Adjustment Map
4. Initial Study [only if required]

PLEASE USE THE AREA BELOW FOR YOUR COMMENTS (OR ATTACH)

☐ Recommend Approval

☐ Recommend Conditional Approval with the following Recommended Conditions of Approval (or attach):

☐ Do Not Recommend Approval – Based on the following (or attach):

Signature DATE:

PROJECT INFORMATION SHEET

Project:	Lot Line Adjustment to take approximately 6,225 square feet from AP# 505-526-14 and add it to AP# 505-526-15. The resultant parcels will be approximately 10,085 and 14,640 square feet in area.
Application Type:	Lot Line Adjustment
Location:	96 Little Feat Dr., AP# 505-526-068, 505-526-069
Owner/Applicant:	Roald Dahl/Dr. Seuss
File Number:	001-969-LLA
Zoning:	Residential Low Density (R-L)
General Plan:	Residential - Low Density (R-L)
Coastal Status:	Not in the Coastal Zone
Environmental:	CEQA Exemption 15305(a) Class 5. Parcel is relatively flat with an average slope of less than 10%. No creeks, wetlands, other wet areas, or other sensitive habitat areas exist on or near the vicinity of the subject parcels. Project is not anticipated to change the land use or density of affected parcels. *Note: The use of Class 5 exemption may not be appropriate in all cases.*

Appendix B

City of Arcata
Action of the Director of Community Development

Action:	The following Lot Line adjustment is hereby approved:
Owner/Applicant:	Roald Dahl/Dr. Seuss
Request:	Lot line adjustment request to relocate a property line between two contiguous parcels.
File Number:	001-969-LLA
Location:	96 Little Feat Dr., AP# 505-526-068, 505-526-069
Zoning:	Residential Low Density (R-L)
GP:	Residential Low Density (R-L)
Coastal Status:	Not in the Coastal Zone
Environmental:	CEQA Exemption 15305(a) Class 5 (or appropriate environmental documentation).
Date of Action:	
Analysis:	Lot Line Adjustment to take approximately 6,225 square feet from AP# 505-526-68 and add it to AP# 505-526-69. The resultant parcels will be approximately 10,085 and 14,640 square feet in area. Roald Dahl conveyed a “Request for Comments” to the usual utility companies and City Departments. Environmental Services is in favor of the lot line adjustment and the Building Official gives it an okay. Public Works asked that the adjacent sidewalks on Little Feat Dr. be repaired, and a no comment was received from the Fire Department. No other agencies replied.
Conditions:	There is currently a structure on AP# 505-526-068 located 3 feet from the proposed property line which requires that a Reduced Setback Option Agreement be recorded.
Findings:	The Director of Community Development hereby finds that the proposed Lot Line Adjustment is in compliance with existing code and policies. The Lot Line Adjustment will not create difficult access to the parcels in question nor are any Variances needed to permit standard development. Utilities and public services are or will be available to the parcels and no dedication or other improvements are necessary. The Lot Line Adjustment map submitted contains all of the required information in Section 2-0403.1 of the Arcata Land Use and Development Guide.

Notes:

Environmental Assessment:

Categorical Exemption granted under Section 15305(a) Class 5, of the California Administrative Code. The parcel is relatively flat with an average grade of 7%. No creeks or wetlands are present on parcels. No creeks, wetlands, other wet areas, or other sensitive habitat areas exist on or within the vicinity of the subject parcels. (Use appropriate environmental documentation).

Attachment: The Notice of Lot Line Adjustment, to be signed by the applicants and recorded by the City of Arcata Department of Community Development with the Humboldt County Recorder's Office, is attached.

_____

Thomas D. Conlon
Community Development Director
City of Arcata
736 F Street
Arcata, CA 95521

COPY: Applicant
Applicant's Engineer or Representative
City Engineer
City Geographic Information System Technician
Assessor's Office, Drafting Division, Humboldt County
Coastal Commission (if the project is in the Coastal Zone)

Appendix C

RETURN TO:

Community Development Department
City of Arcata
736 F Street
Arcata, CA 95521

FILE NUMBER(S): 001-969-LLA

NOTICE OF LOT LINE ADJUSTMENT

NOTICE IS HEREBY GIVEN pursuant to Section 66412 of the Government Code of the State of California that the real properties described herein are two parcels resulting from a lot line adjustment, in accordance with Article 4, Section 2-0403, of the Subdivision Ordinance of the City of Arcata Land Use and Development Guide.

NOTICE IS FURTHER GIVEN that said parcels are lawful parcels created in compliance with applicable state and City subdivision laws, and may be resubdivided into new parcels or units of land provided that the requirements of the State Subdivision Map Act and City of Arcata Subdivision ordinance are met and satisfied.

THE REAL PROPERTIES to which this Notice of Lot Line Adjustment applies are shown in the map attached as Exhibit “A” and described in attached Exhibit “B”.

DATE:

BY: _____

Thomas D. Conlon
Community Development Director
City of Arcata

WE HEREBY ACKNOWLEDGE THAT WE ARE THE RECORD TITLE OWNERS OF THE PROPERTY SHOWN ON THE MAP ATTACHED AS EXHIBIT “A” AND DESCRIBED IN THE ATTACHED EXHIBIT “B”, AND REQUEST THAT THIS NOTICE OF LOT LINE ADJUSTMENT BE RECORDED:

OWNER: _____ **DATED: _____**
Roald Dahl

OWNER: _____ **DATED: _____**
Dr. Seuss

Appendix D

County Recorder's Fees

Fees are subject to change. Last updated June 28, 2001

$7.00 for the first 8 ½" X 11" page

$3.00 for each additional 8 ½" X 11" page

$1.00 for a conformed copy

Appendix E – Contact Humboldt County Treasurer and Tax Collector for tax information.