

# Mono County Community Development Department

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P.O. Box 347  
Mammoth Lakes, CA 93546  
(760) 924-1800, fax 924-1801  
commdev@mono.ca.gov

## Planning Division

P.O. Box 8  
Bridgeport, CA 93517  
(760) 932-5420, fax 932-5431  
[www.monocounty.ca.gov](http://www.monocounty.ca.gov)

## LOT LINE ADJUSTMENT INFORMATION

### INTRODUCTION:

A Lot Line Adjustment (LLA) is the process of moving property lines between two or more adjacent parcels, where the number of lots does not change. Parcels amended by the Lot Line Adjustment process must be consistent with the General Plan and the Mono County Code. A Lot Line Adjustment process takes approximately two months. Lot line adjustments require that property taxes be prepaid or that a surety bond or other security for such payment be filed (see item H below). Lot line adjustments are subject to clerk recording fees, including a \$75 SB-2 fee at the time of recording.

### APPLICATION PACKET SHALL INCLUDE:

- A. Completed application form.
- B. Property title report.
- C. Signed and notarized Owner's Request for Lot Line Adjustment by owners of each lot.
- D. Completed Project Information form.
- E. Detailed Plot Plan meeting the requirements shown on the Lot Line Adjustment application, legal descriptions, and deeds (prior to recording).
- F. Deposit for project processing: See Development Fee Schedule.
- G. Environmental Review (CEQA): See Development Fee Schedule for Categorical Exemption.

### APPLICATION REVIEW PROCEDURE:

- A. **Application packet submitted** to the Planning Division.
- B. **Planning staff review** of the application packet. If it is incomplete, the applicant will be notified of the deficiencies. If deemed complete, the packet will be sent for review to the Public Works and Health departments.
- C. **Staff verification** of ownership, property tax installments, and general plan consistency. Staff will verify property ownership, check on the status of tax installments for the parcels, and verify that the proposed lot line adjustment is consistent with applicable county policies.
- D. **Review and approval by LDTAC**, the Land Development Technical Advisory Committee. The LDTAC consists of representatives from the Planning, Public Works and Health departments. Before taking action, the LDTAC will review the Lot Line Adjustment application, as well as pertinent background information and any comments. The LLA may be: 1) denied; 2) approved; or 3) approved with conditions.  
The end of a calendar year is popular for recording LLAs due to payment of two tax installments versus three. In order to allow staff a reasonable amount of time to process, review, and verify the information required for LLAs, applications received after December 1, may not be accepted and/or processed by December 31.
- E. **Appeal of the decision.** The applicant or other interested parties can appeal the LDTAC decision to the Planning Commission. If an appeal is filed, the LLA will not be recorded at the County Recorder's office until the appeal is considered and the Planning Commission renders a decision. A completed appeal application with accompanying fees must be filed with the Planning Division within 15 days of the decision date.
- F. **Inactive Project.** The project shall be deemed inactive if the applicant has not submitted requested materials from the most recent County correspondence within 180 days, in accordance with 04.360, Mono County Land Use Element.
- G. **County Code §17.37.110 Recording of lot line adjustments.**

1. Should dedications or improvements be required, the record of survey for the lot line adjustment shall not be recorded until such time as said dedications or improvements have been made in accordance with Section 17.37.070.
2. Upon review and approval by the County Surveyor of all maps and documents (legal descriptions, deed descriptions) required in accordance with this chapter and payment by the applicant of all fees including record of survey map check fees, the County Surveyor shall transmit the approved legal descriptions to the Planning Division for a final review prior to recordation.
3. Any requests for a certificate of compliance regarding a lot line adjustment shall be submitted and processed in accordance with Chapter 17.50 of this code.
4. An approved lot line adjustment shall expire 12 months after its approval by the advisory agency. The expiration of the approved lot line adjustment shall terminate all proceedings and no maps or documents of all, or any portion, of the real property included within the approved lot line adjustment shall be recorded without first processing a new application in accordance with this chapter. (Ord. 98-03 § 2, 1998; Ord. 83-446-K § 2 (part), 1983.)

**G. Property Tax Installments.**

Government Code § 66493 (a) provides that whenever a subdivision is subject to a lien for taxes or special assessments collected as taxes not yet due, prior to recording the owner must pay property tax installments. Payment options include cash, check or via the County’s website: <http://monocounty.ca.gov/tax/page/property-tax-payments-and-data-inquiry> For information on property tax installments and amounts due, please contact the tax collector’s office at 760.932.5480.

If your LLA will record between January and September, the County may need to calculate your estimated taxes for the coming year. Please call the tax collector’s office at 760.932.5480 to determine if this is applicable to you.

The reason such payment of tax installments are required is that taxes collected during a given fiscal year (July 1 to June 30) are based on the parcels in existence at 12:01 a.m. Jan. 1 of the preceding fiscal year; as of that date, a lien securing payment of those taxes attaches to the then-existing parcels.

A lot line adjustment technically creates “new” parcels for which new parcel numbers are issued by the assessor; the old parcels and parcel numbers cease to exist. In other words, a lot line adjustment effectively eliminates the parcel securing payment of taxes. Thus, the only way to ensure collection of those taxes is to require payment of tax installments. For that reason, an owner filing a lot line adjustment before the end of a calendar year or earlier needs to prepay both tax installments (December 10 and April 10). After December 31, the owner must also pay tax installments on estimated taxes for the subsequent tax year (April 10, December 10 and April 10).

**H. Prior-to-recording Checklist.**

All of the below items should be completed and/or reviewed by December 1, in order to allow adequate processing time and/or corrections before December 31:

- |                          |  |              |
|--------------------------|--|--------------|
| <input type="checkbox"/> | Pay tax installments at tax collector’s office - applicant               | 760.932.5450 |
| <input type="checkbox"/> | Review legal descriptions for accuracy - county surveyor                 |              |
| <input type="checkbox"/> | Review exhibits - staff and/or county surveyor                           |              |
| <input type="checkbox"/> | Review deed descriptions - staff and/or county surveyor                  |              |
| <input type="checkbox"/> | Assign new assessment number just prior to recording – assessor’s office | 760.932.5510 |
| <input type="checkbox"/> | Prepare final LLA packet for recording – planning division               | 760.924.1800 |

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**LOT LINE ADJUSTMENT  
APPLICATION**

APPLICATION # _____	FEE \$ _____
DATE RECEIVED _____	RECEIVED BY _____
RECEIPT # _____	CHECK # _____ (NO CASH)

**APPLICANT/AGENT** \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**OWNER**, if other than applicant \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**PROJECT DESCRIPTION:** Assessor's Parcel # \_\_\_\_\_

**APPLICATION PACKET SHALL INCLUDE:**

- A. Plot Plan: Exhibit "A", a reproducible Plot Plan map, preferably on 8.5" x 11" (maximum size 11" x 17") drawn to a legible scale that illustrates and clarifies the requested lot line modifications. The Plot Plan must contain sufficient detail to verify conformance with existing zoning and building regulations. The Plot Plan must illustrate the following items where applicable: (a) existing zoning; (b) existing and proposed lot areas; (c) existing surface and subsurface structures and improvements; (d) existing septic system and well locations; (e) streams and waterways; (f) existing/proposed easements and access routes; and (g) any unusual topographic features or other information (such as compliance with minimum setback requirements) that may be pertinent to review and approval of the application.
- B. Completed Project Information form.
- C. Appropriate application fee: See Development Fee Schedule.

I/We certify that I/we are the owners of the subject property or that I/we have been authorized by the owners to process this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RECORDING REQUESTED BY**

COMMUNITY DEVELOPMENT DEPARTMENT

**AND WHEN RECORDED MAIL TO**

Mono County Planning Division  
P.O. Box 8  
Bridgeport, CA 93517

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**OWNER'S REQUEST FOR  
LOT LINE ADJUSTMENT**

**PARCELS SUBJECT TO LOT LINE ADJUSTMENT:** Assessor's Parcel Numbers

\_\_\_\_\_

**SIGNATURE OF RECORD TITLE OWNERS:** This document will be recorded. All record title owners must sign below, and their signatures must appear as reflected on the recorded deeds. *All signatures must be notarized.*

I/we hereby attest by my/our signature(s) hereon that I/we am/are all the record title owner/owners of the above-referenced real property. I/we also affirm that said property consists of two or more continuous lots under our common/separate ownership. I/we understand that recordation of this Request for Lot Line Adjustment shall cause the subject parcels to be adjusted per the attached exhibit maps.

I/we hereby attest by our signature(s) hereon that I/we have initiated this Lot Line Adjustment and are requesting that the County record this notice with the Lot Line Adjustment approval.

\_\_\_\_\_  
Name Notarized signature Date

\_\_\_\_\_  
Name Notarized signature Date

\_\_\_\_\_  
Name Notarized signature Date

\_\_\_\_\_  
Name Notarized signature Date

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**PROJECT INFORMATION**

(To be completed by applicant or representative)

NOTE: Please answer all questions as accurately and completely as possible to avoid potential delays in processing. Attach additional sheets if necessary.

**I. TYPE OF PROJECT** (check any permit(s) requested):

- Director Review     Use Permit     Lot Line Adjustment     Land Division (4 or fewer)  
 Subdivision     Specific Plan     Zone Variance     Zoning Amendment  
 General Plan Amendment     Other \_\_\_\_\_

APPLICANT \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

LOT SIZE (sq. ft./acre) \_\_\_\_\_ ASSESSOR'S PARCEL # \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

Has your project been described in detail in the project application? Yes  No

Please Specify:

Number of Units \_\_\_\_\_ Building Height/# of floors \_\_\_\_\_  
Number of Buildings \_\_\_\_\_ Density (units/acre) \_\_\_\_\_

Total lot coverage/impervious surface (sq. ft. & %) \_\_\_\_\_  
a. Buildings (first-floor lot coverage /sq. ft. & %) \_\_\_\_\_  
b. Paved parking & access (sq. ft. & %) \_\_\_\_\_

Landscaping/screening and fencing:  
a. Landscaping (sq. ft. & %) \_\_\_\_\_  
b. Undisturbed (sq. ft. & %) \_\_\_\_\_

Total parking spaces provided:  
a. Uncovered \_\_\_\_\_  
b. Covered \_\_\_\_\_  
c. Guest/Handicapped \_\_\_\_\_

**II. SITE PLAN**

Are all existing and proposed improvements shown on the Plot Plan (see attached Plot Plan Requirements)? Yes  No

**III. ENVIRONMENTAL SETTING**

Use one copy of the Tentative Map or Plot Plan as needed to show any necessary information. Attach photographs of the site, if available.

1. VICINITY MAP:

Attach a copy of assessor's parcel pages or a vicinity map showing the subject property in relation to nearby streets and lots or other significant features.

2. EXISTING DEVELOPMENT:

Vacant  If the site is developed, describe all existing uses/improvements such as structures, roads, etc. Does the Plot Plan show these uses? Yes  No

\_\_\_\_\_

3. ACCESS/CIRCULATION:

Name of Street Frontage(s) \_\_\_\_\_

Paved  Dirt  No existing access

Are there any private roads, drives or road easements on/through the property?

Yes  No

Has an encroachment permit been submitted to Public Works or Caltrans? Yes  No

Does the property have any existing driveways or access points? Yes  No

Are any new access points proposed? Yes  No

Does the Plot Plan show the driveways or access points? Yes  No

Describe the number and type of vehicles associated with the project \_\_\_\_\_

4. ADJACENT LAND USES:

A. Describe the existing land use(s) on adjacent properties. Also note any major man-made or natural features (i.e., highways, stream channels, number and type of structures, etc.).

LAND USE

LAND USE

North \_\_\_\_\_ South \_\_\_\_\_

East \_\_\_\_\_ West \_\_\_\_\_

B. Will the proposed project result in substantial changes in pattern, scale or character of use in the general area? Yes  No  If YES, how does the project propose to lessen potential adverse impacts to surrounding uses? \_\_\_\_\_

\_\_\_\_\_

5. SITE TOPOGRAPHY:

Is the site on filled land? Yes  No  Describe the site's topography (i.e., landforms, slopes, etc.) \_\_\_\_\_

\_\_\_\_\_

6. DRAINAGES:

A. Describe existing drainage ways or wetlands on or near the project site (i.e., rivers, creeks and drainage ditches 12" or deeper and/or within 30' of the property) \_\_\_\_\_

\_\_\_\_\_

B. Are there any drainage easements on the parcel? Yes  No

C. Will the project require altering any streams or drainage channels? Yes  No  If YES, contact the Department of Fish and Game for a stream alteration permit. IF YES TO ANY OF THE ABOVE, show location on plot plan and note any alteration or work to be done within 30 feet of the stream or drainage.

7. VEGETATION:

A. Describe the site's vegetation and the percentage of the site it covers (map major areas of vegetation on the Plot Plan) \_\_\_\_\_

\_\_\_\_\_

B. How many trees will need to be removed? \_\_\_\_\_

C. Are there any unique, rare or endangered plant species on site? Yes  No

D. Has the site been used for the production of agricultural crops/trees or grazing/pasture land in the past or at the present time? Yes  No

E. Is landscaping/planting of new vegetation proposed? Yes  No

8. WILDLIFE:

A. Will the project impact existing fish and wildlife? Yes  No

Describe existing fish and wildlife on site and note any proposed measures (if any) to avoid or mitigate impacts to fish and wildlife \_\_\_\_\_  
\_\_\_\_\_

B. Are there any unique, rare or endangered animal species on site? Yes  No

9. CULTURAL RESOURCES:

A. Are there any cemeteries, structures or other items of historical or archaeological interest on the property? Yes  No  Specify \_\_\_\_\_  
\_\_\_\_\_

10. SITE GRADING:

A. Will more than 10,000 square feet of site area be cleared and/or graded?  
Yes  No  If YES, how much? \_\_\_\_\_

B. Will the project require any cuts greater than 4' or fills greater than 3'? Yes  No

C. Will the project require more than 200 cubic yards of cut or fill? Yes  No  If YES, how much? \_\_\_\_ If YES to A, B or C, contact the Department of Public Works for a grading permit.

D. Will site grading of 10% or more occur on slopes? Yes  No

E. Note any measures to be taken to reduce dust, prevent soil erosion, or the discharge of earthen material off site or into surface waters \_\_\_\_\_  
\_\_\_\_\_

11. AIR QUALITY:

A. Will the project have wood-burning devices? Yes  No  If YES, how many? \_\_\_\_\_

B. What fuel sources will the proposed project use? Wood  Electric  Propane/Gas

C. Will the proposal cause dust, ash, smoke, fumes or odors in the vicinity? Yes  No

12. VISUAL/AESTHETICS:

A. How does the proposed project blend with the existing surrounding land uses?  
\_\_\_\_\_  
\_\_\_\_\_

B. How does the proposed project affect views from existing residential/commercial developments, public lands or roads? \_\_\_\_\_  
\_\_\_\_\_

C. If outdoor lighting is proposed, describe the number, type and location \_\_\_\_\_  
\_\_\_\_\_

13. NATURAL HAZARDS:

A. Is the site known to be subject to geologic hazards such as earthquakes, landslides, mudslides, ground failure, flooding, avalanche or similar hazards? Yes  No   
(Circle applicable hazard[s]).

- B. Will any hazardous waste materials such as toxic substances, flammables or explosives be used or generated? Yes  No  Does the project require the disposal or release of hazardous substances? Yes  No
- D. Will the project generate significant amounts of solid waste or litter? Yes  No

More on back...

- E. Will there be a substantial change in existing noise or vibration levels? Yes  No   
 If YES to any of the above, please describe \_\_\_\_\_

14. OTHER PERMITS REQUIRED:

List any other related permits and other public approvals required for this project, including those required by county, regional, state and federal agencies:

- Encroachment Permits from *Public Works or Caltrans*.
- Stream Alteration Permit from *Department of Fish and Game*
- 404 Wetland Permit from *Army Corps of Engineers*
- Grading Permit from *Public Works*
- Building Permit from *County Building Division*
- Well/Septic from *County Health Department*
- Timber Land Conversion from *California Department of Forestry*
- Waste Discharge Permit from *Lahontan Regional Water Quality Control Board*
- Other \_\_\_\_\_

**IV. SERVICES**

1. Indicate how the following services will be provided for your project and the availability of service.

Electricity \_\_\_\_\_  
 Underground  Overhead  (Show location of existing utility lines on Plot Plan)

Road/Access \_\_\_\_\_

Water Supply \_\_\_\_\_

Sewage Disposal \_\_\_\_\_

Fire Protection \_\_\_\_\_

School District \_\_\_\_\_

2. If an extension of any of the above is necessary, indicate which service(s), the length of extension(s), and the infrastructure proposed \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATION:** I hereby certify that I have furnished in the attached exhibits the data and information required for this initial evaluation to the best of my ability, and that the information presented is true and correct to the best of my knowledge and belief. I understand that this information, together with additional information that I may need to provide, will be used by Mono County to prepare a Specific Plan in compliance with state law.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For \_\_\_\_\_