



# Town of Apple Valley Lot Merger/ Lot Split/ Lot Line Adjustment and Reversion to Acreage



## SUBMITTAL REQUIREMENTS

Listed below are the fees and materials that must be submitted with your application for a Lot Line Adjustment, Lot Split, or Lot Merger application. The project application will not be accepted for processing unless all requested information and materials have been submitted and determined to be complete and adequate.

### APPLICATION PROCESSING FEES:

Planning review is done at actual cost:

	<u>Initial Deposit</u>	<u>Fee</u>
<input type="checkbox"/> *Lot Line Adjustment (first 2 lots)	\$815	Actual Cost
3+ additional lots (4 lots maximum)	+ \$46/lot	Actual Cost
<input type="checkbox"/> *Lot Split	\$815	Actual Cost
<input type="checkbox"/> Parcel Merger	\$815	Actual Cost
<input type="checkbox"/> Reversion to Acreage	\$808	Actual Cost
<input type="checkbox"/> Certificate of Compliance	\$1,089 (ea.lot)	Actual Cost

\*Lot Line Adjustments and Lot Splits require Certificates of Compliance

***\*Should processing time exhaust the initial deposit amount, the applicant will be required to deposit additional funds.***

### MATERIALS REQUIRED:

Listed below are the general requirements:

- Completed General Application
- Two (2) copies of current title report dated within thirty (30) days of filing the application and all underlying documents.
- Grant Deed showing the legal description for each affected parcel;
- One (1) original property plot map that includes each lot involved.
- Copy of Assessor's Map identifying property.
- Copy of any underlying recorded maps.
- New legal description shall be provided for each lot created. The description must be prepared by a Licensed Land Surveyor or Registered Civil Engineer and include their signature, wet stamp.

## **PLOT PLAN REQUIREMENTS:**

1. Indicate "North" by an arrow and include the scale of the drawing (preferably 1"=20', 1"=30', or 1"= 40') in ink. The scale ratio used should be of a size adequate to show all the details of the lots involved.
2. Show all parcel boundaries or lot lines with accurate dimensions, and or new lot lines.
3. Number each lot and compute the area of each lot in square feet or acres for both the existing and proposed lot configurations.
4. Dimension and identify all EXISTING structures that are to REMAIN or be REMOVED.
5. Locate the existing structures that are to remain by showing their distance from the nearest proposed lot or boundary lines.
6. Show and label all existing street improvements such as curbs, gutters, sidewalks and paving.
7. Show the locations, name and existing rights-of-ways of all adjoining highways, streets, alleys, roads, etc. If none exist, show access to the property.
8. Show the locations and widths of any proposed highway, street or drainage improvements.
9. Show the width and location of all recorded and/or proposed easements, dedication of streets or rights-of-way.
10. Provide accurate contours of the existing topography including hills, canyons, water courses, etc.
12. Show the location of existing wells, sewers, culverts, bridges, drain pipes, fire hydrants, sand, gravel or other excavations.
13. If commercial and/or industrial structures are existing and are to be retained and utilized, show all parking facilities, driveways and outdoor storage areas.
14. Show any existing grading and provide a copy of the approved grading plan.
15. List the names, addresses and telephone numbers of all utility companies which will serve the subject property including, but not limited to, water supply, sewage disposal, telephone, cable, electrical and natural gas.

## **PARCEL MERGER REQUIREMENTS**

1. The lot comprises less than 5,000 square feet in area at the time of the determination of merger;
2. The lot was not created in compliance with applicable laws and ordinances in effect at the time of its creation;
3. The lot does not meet current standards for sewage disposal and/or domestic water supply;
4. The lot does not meet slope stability and/or density standards, as specified by the Town Development Code or General Plan;
5. The lot has no legal access adequate for vehicular and emergency equipment access and maneuverability;
6. The development of the lot would create health or safety hazards; and/or
7. The lot is inconsistent with the General Plan and any applicable Specific Plan, other than minimum lot size or density standards.

### **COMPLETION OF MERGER:**

*Recordation: The Parcel Merger shall become effective upon recordation of the enclosed Notice of Merger with the San Bernardino County Recorder's Office. It is the applicant's responsibility to ensure that the Notice of Merger and new Grant Deeds are recorded.*

**LOT LINE ADJUSTMENT REQUIREMENTS.** A lot line adjustment is the adjustment of property lines between two or more, but no more than four, adjoining legal parcels where land taken from one parcel is added to another parcel, and where a greater number of parcels than originally existed are not thereby created.

1. To eliminate an existing encroachment; or
2. To meet or more closely meet the minimum lot size and area requirements of the zoning district classification in which the subject property is located; or
3. To meet building setback requirements; or
4. To better recognize topographic features; or
5. Other purposes approved by the Director.

### **COMPLETION OF LOT LINE ADJUSTMENT:**

*Upon approval, the Certificate of Compliance, sketch, and legal description will be sent by the Town to the County Recorder's office for recordation. When the recorded Certificate is returned, it will be kept on file in the Town Clerk's office. Upon request, a copy of the recorded Certificate of Compliance will be mailed to the applicant(s).*



# Town of Apple Valley General Application



***FOR TOWN USE ONLY***

Date Submitted: \_\_\_\_\_ Case No. \_\_\_\_\_ Received by: \_\_\_\_\_  
Planning Fee: \_\_\_\_\_ Other Fees: \_\_\_\_\_ Case Planner \_\_\_\_\_

*Please type or print legibly in ink*

**TYPE OF APPLICATION:**

Lot Line Adjustment\* \_\_\_\_\_ Lot Split\* \_\_\_\_\_  
Parcel Merger \_\_\_\_\_ Reversion to Acreage \_\_\_\_\_  
Certificate of Compliance \_\_\_\_\_

Case No. (Staff) \_\_\_\_\_

Project Address/Location Description \_\_\_\_\_

**APPLICANT INFORMATION:**

Lot "A"

Property Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Lot "B"

Property Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Property Owner Representative \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

**PROJECT INFORMATION:**

Related Projects \_\_\_\_\_  
Assessor's Parcel No. (s) \_\_\_\_\_ Tract \_\_\_\_\_ Lot \_\_\_\_\_  
Property Size: Gross Acres \_\_\_\_\_ Net Acres \_\_\_\_\_ Square Feet \_\_\_\_\_  
Total Square Footage of Proposed Building(s) \_\_\_\_\_ No. Of Units \_\_\_\_\_  
General Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_  
Proposed Use of Land/Building(s) \_\_\_\_\_  
Detailed Description of Project (**Required**) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER'S AUTHORIZATION AND AFFIDAVIT:**

I am/We are the legal owner(s) of said property and do hereby certify that all the foregoing information is true and correct and recognize that if any information proves to be false or incorrect the Town shall be released from any liability incurred and any permits or approvals may be null and void. \*If property is owned by corporation, partnership or other group signee should indicate corporate position or title and submit substantiating documentation (e.g. incorporation certificate).

Printed Name(s) of Legal Owner(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

This will serve to notify you and verify that I am/we are the legal owner(s) of the property described in the project application and do hereby authorize the listed representative to file this and represent my/our interest in the application.

Signature \_\_\_\_\_

(A Letter of Authorization form may be submitted in lieu of the legal owner's signature.)

Signature of Representative \_\_\_\_\_ Date \_\_\_\_\_

PROPERTY PLOT MAP  
TOWN OF APPLE VALLEY

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Assessor's Parcel Number of All Lots Involved:


**RECORDING REQUESTED BY:**

**AND WHEN RECORDED MAIL TO:**

This Space for Recorder's Use

**NOTICE OF PARCEL MERGER**

No. \_\_\_\_\_

<b>Record Owners</b>	<b>Existing Parcel Numbers</b>

**Legal Description:**

<b>Signature(s) of Record Owner(s)</b>	<i>Department Use Only</i> <i>This Notice of Parcel Merger is hereby approved By the Town of Apple Valley Planning Division</i>
	<i>Signature:</i>
<b>Notary Stamp</b>	<i>Director of Planning</i>
	<i>Date:</i>

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**

A notary public or othe officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, acuracy, or validity of that document.

State of California

County of San Bernardino

On \_\_\_\_\_ before me, \_\_\_\_\_  
Name and Title of Officer (Jane Doe, Notary Public)  
personally appeared

\_\_\_\_\_  
Name(s) of Signers(s)

\_\_\_\_\_  
Name(s) of Signers(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Place Notary Seal Above

Title of Document: \_\_\_\_\_

Date of Document: \_\_\_\_\_ No. of Pages: \_\_\_\_\_



Recording Requested by:  
Town of Apple Valley

When Recorded mail to:

TOWN OF APPLE VALLEY  
Planning Division  
14955 Dale Evans Parkway  
Apple Valley, CA 92307

FOR RECORDER'S USE ONLY

**CERTIFICATE OF COMPLIANCE**

NO.: \_\_\_\_\_

OFFICE OF THE TOWN ENGINEER  
TOWN OF APPLE VALLEY  
OF THE COUNTY OF SAN BERNARDINO  
STATE OF CALIFORNIA

APN: \_\_\_\_\_

Property Owner:

Pursuant to Section 66499.35 of the Government Code of the State of California, the Town Engineer of the Town of Apple Valley hereby declares that a finding has been made that the following described real property complies with the California Subdivision Map Act and local ordinances adopted pursuant to that act. This finding does not supersede, modify or affect any requirements or provisions of the Town of Apple Valley Municipal Code pertaining to zoning regulations. The following descriptions shall be used when the newly created parcels are sold:

Subject to the Easements and Offers of Dedication of record.

Legal Description

Approved By: \_\_\_\_\_  
Town Surveyor

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

ATTACH APPROPRIATE NOTARY FORM

Legal description prepared by:

(area for Official Seal)