

LOT LINE ADJUSTMENT APPLICATION PACKET

The City of Ripon



Community Development Department

FILING INSTRUCTIONS: Complete application must be received by the planning department no later than thirty (30) days prior to the next scheduled planning commission meeting.

PROCESSING PROCEDURE: Lot line adjustment applications are reviewed by the planning commission in accordance with the Government Code Sections 66410 – 66499.58, and unless otherwise advised by the planning department, applicants or their authorized representatives are required to attend the meeting to present their project to the commission. A copy of the agenda and staff report will be mailed no later than seventy-two (72) hours prior to the commission meeting. Meetings may be held between the applicant and the project review team prior to the completion of the staff report to address issues identified during the review period. **Contact the following department*s) and/or Agency(ies) during processing of this application for possible additional requirements:** Ripon Engineering Dept.; SJ County Recorders Office 209-468-3939 (to finalize action)

APPLICATION SUBMITTAL REQUIREMENTS: Unless otherwise determined by the planning department, an application for a lot line adjustment must include the following:

- Application and preliminary environmental assessment fees
- Vicinity Map (8 ½ x 11)
- An 8 ½ x 11 plot plan containing the following information:
 - Assessor's parcel number
 - Workable scale, noted on plan
 - Property lines (existing and proposed)
 - North arrow, north to top of page
 - Name, address and phone number of applicant
 - Name, address and phone number of owner
 - Street address of project
 - Project title
 - Adjacent streets, alleys, properties
 - Existing features: structures to be retained, utility poles, hydrants, pavement, fences, sidewalks, street lights, trees (note on each item whether it is to be removed or retained)
- Preliminary Title Report
- Legal description (both before and after requested merger)
- CD containing pdf of project site (before and after adjustment)

APPEAL PROCEDURE: Any applicant or person claiming to be directly and adversely affected by any action of the Planning Commission may, ten (10) days after said action, file a written appeal along with the appropriate fee, with the City Clerk for transmittal to the City Council. Said appeal shall stay the issuance of any permits in connection with the action, pending the decision of the City Council. Upon the receipt of an appeal, the City Council shall, after receiving a report from the Planning Commission, and after at least one Public Hearing, render a decision sustaining, amending, or overruling the Planning Commission action.

Lot Line Adjustment Application

City of Ripon
259 North Wilma Ave.,
Ripon, CA 95366
FAX 209-599-2685
Phone 209-599-2108

For Official Use Only	
LA# _____	Fee _____
PEA# _____	Fee _____
Completed App. () Yes () No	

PROPERTY OWNER:

Name: _____ Phone No. _____
(Print)

Address: _____
(Street) (City) (State) (Zip)

APPLICANT: () Same as Above Email: _____

Name: _____ Phone No. _____
(Print)

Address: _____
(Street) (City) (State) (Zip)

PROJECT SITE INFORMATION:

Address: _____


Assessor Parcel Number (APN): _____

Present Zone: _____ Actual Use: _____

Project Description: _____

Special Circumstances: () YES () NO If yes, describe: _____

(Use additional sheets to continue, if needed)

	I hereby certify, under penalty of perjury, that the information provided herein is true and correct.
_____ Signature of Applicant/Prop Owner	_____ Date
_____	_____ Date