

# **LOT LINE ADJUSTMENT APPLICATION PACKET**

## **The City of Ripon**



*Community Development Department*

**FILING INSTRUCTIONS:** An application for a lot line adjustment shall be filed with the Planning Department on forms provided by that department. The review procedure for a Lot Line Adjustment application shall be the Staff Review Procedure as specified in Section 16.08.020.

**PROCESSING PROCEDURE:** The Planning Director shall serve as the advisory agency within the meaning of Government Code Section 66474.7 to the City Council, by which the Planning director shall be vested with final approval authority over Lot Line Adjustments between four or fewer existing adjoining parcels. **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)
- Flash Drive or Email containing PDF of all submitted documents (documents may be emailed to the following [mjohnston@cityofripon.org](mailto:mjohnston@cityofripon.org) or [kzuidervaart@cityofripon.org](mailto:kzuidervaart@cityofripon.org)).

**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

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

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**PROPERTY OWNER:** \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

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**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		Date
_____	_____	_____
Signature of Property Owner if Different from Above		Date