

**PROPERTY LINE ADJUSTMENT APPLICATION  
COMPLETENESS CHECKLIST**

The following checklist is intended to identify all information which will be necessary to process your property line adjustment application. This checklist may be modified occasionally without notice, so be sure to check with Planning Staff for updates.

**PART 1 - INFORMATION TYPE AND NUMBER OF COPIES:**

- 1. Completed "Property Line Adjustment Application Completeness Checklist" form, noting any items which are not applicable.
- 2. One completed original Planning Division Master Application form (typed or printed). Representative (if any) shall sign on the Master Application Form.
- 3. Property Line Adjustment Supplemental Form. Owners shall sign on the Property Line Adjustment Supplemental Form.
- 4. Five (5) copies of the site plan or map, showing all information required in Part 2.
- 5. Five (5) copies of the current Assessor's parcel page(s) showing the boundaries of all parcels involved in the property line adjustment outlined in red.
- 6. Proof of the legal creation of the properties proposed for adjustment. (For example: 1) reference to the book and page of the recorded parcel or final map, or 2) a copy of the recorded deed(s) prior to March 4, 1972, which legally created the properties and all deeds since creation demonstrating that a separate legal status has been maintained.) NOTE: If legal creation is not readily apparent, a Certificate of Compliance may be required before the property line adjustment may proceed.
- 7. Completed and notarized "Statement of Agency" (form attached), if property owner(s) wish to authorize an agent to represent them in the processing of the application.
- 8. If applicable, a letter indicating the reasons for any requested exceptions to adopted County policies and/or development standards.
- 9. Authorization to enter private property.

**PART 2 - SITE PLAN/MAP INFORMATION.** The following information must be shown on the site plan/map:

- 1. The site plan/map shall not be larger than 18" x 26" in size, legible, and at a scale of not less than 1" = 400', nor smaller than 8 1/2" by 11" at a scale of not less than 1" = 20'.
- 2. An accurate location map with enough information to allow staff to locate access roads and the property in the field.
- 3. North arrow, scale, and date map was prepared.
- 4. Name, address, zip code, and telephone number of record owner(s) of the property to be adjusted.
- 5. Approximate lot layout, dimensions, area, Assessor's Parcel Number(s), and number or letter of each parcel. The site plan/map shall show which boundary lines are to be deleted and which lines will be added. Each parcel shall show the lot size (area) both before and after the property line adjustment and the area of adjustment.

- 6. Approximate location, width, depth and direction of flow of all existing and proposed watercourses including seasonal streams or ponds and bodies of water.
- 7. The outline of all existing structures and use of said structures located on the properties and the distance from the buildings to the nearest existing and proposed streets and parcel boundaries.
- 8. Location of all water lines, ditches, culverts and other underground facilities within each parcel.
- 9. Approximate locations of existing and proposed wells, springs, existing onsite wastewater treatment system (OWTS) and potential future OWTS replacement area for each parcel.
- 10. Location, type and applicable dimensions of all existing and proposed public utility facilities on the property.
- 11. Width and location of all existing on-site road, utility and other easements or lease area(s).
- 12. Road names for all existing and proposed road(s).
- 13. Location and right-of-way width of all existing and proposed on-site roads and/or driveways to be used for access.
- 14. Location and radii of all existing and proposed cul-de-sacs.
- 15. Location of all existing and proposed encroachments to County roads.
- 16. Where necessary, sufficient elevations and topographic contours to illustrate the general slope and shape of the land.

For projects located in Rural Residential General Plan designations, identify the location of all slopes exceeding a 30% grade and indicate the area (acreage or square footage) for that portion of each lot exceeding a 30% slope.

- 17. The appropriate non-refundable filing fees.

NOTE: Prior to recording the PLA, the applicant shall obtain from the Shasta County Tax Collector a clearance stating that there are no unpaid taxes currently due and payable on any of the properties affected by the PLA.



# DEPARTMENT OF RESOURCE MANAGEMENT PLANNING DIVISION

1855 Placer Street, Suite 103  
Redding, California 96001  
Phone: (530) 225-5532 Fax: (530) 245-6468  
Web: [shastacounty.gov/planning](http://shastacounty.gov/planning)  
Email: [scplanning@co.shasta.ca.us](mailto:scplanning@co.shasta.ca.us)

## PROPERTY LINE ADJUSTMENT SUPPLEMENTAL FORM

### OWNER(S) OF PARCEL A

Name(s): \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

Parcel/Lot Size: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### OWNER(S) OF PARCEL B

Name(s): \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

Parcel/Lot Size: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### OWNER(S) OF PARCEL C

Name(s): \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

Parcel/Lot Size: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### OWNER(S) OF PARCEL D

Name(s): \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

Parcel/Lot Size: Existing \_\_\_\_\_ Proposed \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ADDITIONAL INFORMATION

Explain the purpose(s) of the Lot Line Adjustment in as much detail as possible. Attach additional page if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY SIGNING THIS APPLICATION THE APPLICANT(S)/PROPERTY OWNER(S) AGREE TO DEFEND, INDEMNIFY, AND HOLD THE COUNTY HARMLESS FROM ANY CLAIM, ACTION, OR PROCEEDING BROUGHT TO ATTACK, SET ASIDE, VOID OR ANNUL THE COUNTY'S APPROVAL OF THIS APPLICATION, AND ANY ENVIRONMENTAL REVIEW ASSOCIATED WITH THE PROPOSED PROJECT, AS MORE FULLY DESCRIBED IN CHAPTER 1.18 OF THE SHASTA COUNTY CODE.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Note: A property Line adjustment is exempt from the requirements of CEQA by virtue of a class 5 categorical exemption.

Note: No Record of Survey is required by Shasta County as a condition of approval, but a Record of Survey may be required by Section 8762 of the Business of Professions Code.

## Property Line Adjustment Information:

The following information is provided to explain the Shasta County Planning Division's general procedure for completing and recording a property line adjustment. A property line adjustment (PLA) is a two-step process.

Step One: The application consists of information regarding how the parcels proposed for adjustment were created, the proposed adjustment, and the parties involved. All information required to apply is listed on the application checklist. A site plan must be submitted with the application so affected agencies can review the location of existing improvements and natural features (structures, on-site wastewater treatment systems (OWTS), wells or water lines, ditches, creeks, steep areas, etc.) on the properties involved in relation to the proposed changes to the property lines. The site plan exhibit is prepared by the applicant, or they may hire a professional to draw the site plan based on available information. After the application is submitted, it is reviewed by County agencies. Usually this takes two to three weeks. If the application information is complete and there are no concerns that require a response from the applicant, the application is approved by staff.

Step Two: Once the application is approved, an approval letter and the forms and instructions to complete the PLA will be sent to the applicant explaining the requirements to complete the process. The forms consist of 1) A "Legal Description Certificate" form which must be signed by an engineer or surveyor certifying that they prepared the new legal descriptions and/or deed descriptions; and 2) The "Owners' Certificate(s)" form, which must be signed by all parties having record title or interest in the properties involved to reflect that the applicant and others with title or interest in the properties (if any) have agreed and are aware of the resultant changes to the parcel descriptions.

The approval instructions will advise applicants that a current guarantee letter or preliminary title report that is no older than ten (10) days is required from a title company for the properties involved. If the current guarantee letter or preliminary title report identify other parties who have record title or interest in the properties (such as banks, mortgage lenders, holders of deeds of trust) a modified deed of trust, reconveyance, or other instrument must be submitted with the current guarantee letter or preliminary title report.

If the parcels involved were created by a recorded map, an 8" x 11" exhibit stamped by an engineer or surveyor verifying that the dimensions and bearings that accurately reflect the lot line adjustment is required. If the exhibit and new descriptions can be calculated, then surveying is not required. However, if the new lines can only be determined by surveying, then the engineer or surveyor may require that a survey be done to determine the new lines. An exhibit is not required for adjustments of a parcel or parcels that are not created by a recorded map but is highly recommended as the best practice and to avoid future issues and concerns regarding the intent or effect of the PLA.

Once the applicable original documents are returned/submitted to the Planning Division for final review, staff then prepares the "Notice of Approval of a Waiver of a Parcel or Final Map for a Property Line Adjustment" document. This document and all of the applicable original documents submitted by the applicant for final review are transmitted as a packet to the applicant's title company for recording with the County Recorder's Office. Upon recording, the proposed PLA is fully executed and the PLA process is final.

If you have any questions or comments regarding the information provided, please call our office at (530) 225-5532 or correspondence can be sent to the Planning Division office at 1855 Placer Street, Suite 103, Redding, CA 96001. We are open to the public, by telephone or at the counter, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

*Advisory note: Please contact several engineers or surveyors to determine the cost to prepare new descriptions(s), an exhibit (if required) and/or deeds(s). You should also have the engineer or surveyor determine whether the new lines can be calculated or whether surveying is required and the associated cost. Title companies should be consulted to determine the cost to prepare either guarantee letters or preliminary title reports, and for recording the PLA.*



# DEPARTMENT OF RESOURCE MANAGEMENT

## Planning Division

1855 Placer Street, Suite 102

Redding, California 96001

Phone: (530) 225-5532 Fax: (530) 245-6468

Web: [shastacounty.gov/planning](http://shastacounty.gov/planning) Email: [resourcemanagement@co.shasta.ca.us](mailto:resourcemanagement@co.shasta.ca.us)

### Authorization to Enter Private Property

PROJECT# \_\_\_\_\_

Government Code Section 65105 authorizes County Planning Division personnel, in the performance of their duties, to enter property and make examinations and surveys which do not interfere with use of the land by those persons lawfully entitled to the possession thereof. Oftentimes other responsible and trustee agencies must also be consulted and given the opportunity to review and comment on proposed projects, necessitating their entry onto the property in order to obtain relevant information needed to process an application in a timely way.

If County and consulting agency personnel are not able to enter the project site/property, significant delays in the processing of the project, particularly the environmental review of the project, could occur and the project applicant may be required to hire consultants to submit information necessary to prepare additional environmental documents addressing the project site.

I have read and understand the foregoing. I authorize the County and other consulting personnel to enter the property located at:

\_\_\_\_\_ for the purposes of examining the property with respect to the proposed project/land-use, upon making reasonable efforts to give me a 24-hour advance notice of intended entry.

\_\_\_\_\_  
Property Owner/Authorized Agent Signature

\_\_\_\_\_  
Contact Telephone Number



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## Planning Division

1855 Placer Street, Suite 103

Redding, California 96001

Phone: (530) 225-5532 Fax: (530) 245-6468

Web: shastacounty.gov/planning Email: resourcemanagement@co.shasta.ca.us

### Notarized Statement of Agency

I, the undersigned, am an owner of a record title interest in the property involved with this proposed project.

I hereby appoint \_\_\_\_\_ as my agent(s) for purposes of this project, as set forth below.

My agent(s) is/are hereby authorized and empowered to: (check as appropriate)

\_\_\_ Represent me in all matters relating to the proposed project, except execution of certificates of ownership, offers of dedication, dedications, and agreements to construct improvements;

OR

\_\_\_ Submit the application(s) and related information to the Planning Division;

\_\_\_ Represent me before the Planning Commission or Board of Supervisors;

\_\_\_ Consent to conditions imposed if and when the application(s) is/are approved;

\_\_\_ Represent me before the Board of Supervisors in case of appeal.

I agree to be bound by all the representations, drawings and statements tendered by my agent(s) to the County of Shasta for purposes of this proposed project as if the same were made by me personally. I further agree to be bound by all the conditions imposed by the County of Shasta on the approval of this proposed project pursuant to State law and the Shasta County Ordinance Code.

I understand that I may revoke the authority granted by this statement at any time by written notice sent to: Department of Resource Management, Planning Division, 1855 Placer Street, Suite 103, Redding, CA 96001.

SIGNATURE OF OWNER(S):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Note: Signature of Owner(s) must be notarized)

## Notarized Statement of Agency

### ACKNOWLEDGMENT

A notary public or other 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, accuracy, or validity of that document.

State of California, County of Shasta

On \_\_\_\_\_ before me, \_\_\_\_\_, **Notary Public**, personally appeared

\_\_\_\_\_ 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 \_\_\_\_\_

(Seal)