



Planning Department Application Packet

LOT LINE ADJUSTMENT

DESCRIPTION: A lot line adjustment is a request to modify the boundaries of adjoining lots or parcels where the result does not increase in the number of lots, parcels or building sites. Lot line adjustments may be approved by the Alpine County Technical Advisory Committee (TAC). The approval may include conditions to insure that the adjustment will conform to Alpine County building codes and zoning ordinances, require that real property taxes be paid, and facilitate the relocation of existing utilities, infrastructure and easements. Conditions must be satisfied before final approval of the adjustment. A record of survey will be required if the adjustment requires the setting of new survey points as provided in Section 8762 of the State of California Business and Professions Code. The TAC decision on a lot line adjustment may be appealed as provided in Section 18.88 of the Alpine County Code.

APPLICATION DEADLINE: A complete application must be submitted to the Alpine County Planning Department at least three (3) weeks prior to the meeting with the TAC. The Planning Department will check the application to determine if it is complete. If complete, processing will begin. If incomplete, the applicant will be informed in writing and all additional information required for a complete application must be submitted before processing will begin.

DEPOSIT: An initial development processing deposit of \$750 is required. The County's costs to process and review the proposal are charged against the deposit (includes, but is not limited to, staff time, copies, postage, public notices). If deposited funds are reduced to less than 25% of the initial deposit amount during project processing, additional funds will be required in order to continue with processing. Any balance remaining after processing is completed and all conditions of approval satisfied will be refunded. A separate and additional deposit will be required for environmental processing if applicable to the proposed lot line adjustment. A portion of the payment is fee based and not refundable.

PRE-APPLICATION MEETING AND APPLICATION CHECKLIST: Applicants are encouraged to meet with the Planning Director to discuss the proposal and County requirements prior to submitting an application. During this meeting, the applicant and the Planning Director can review the application checklist together and note the items that will be required. The Planning Director will determine if items are required or not required based on the nature and location of the proposal. Applicants should check with the Planning Director before assuming that any of the items listed in the application checklist are not applicable. Multiple copies of some or all of the application materials may be required. The Planning Director will determine the number of copies required.

ENVIRONMENTAL REVIEW: Consideration of a lot line adjustment is usually exempt from the environmental review requirements under the California Environmental Quality Act (CEQA). As the "lead agency", Alpine County will determine if the proposal is exempt or excluded from CEQA review or if further environmental review is required. If environmental review is required, it must be completed before a decision can be made on the lot line adjustment. The applicability of CEQA to the proposal can be discussed during the pre application meeting.

NUMBER OF COPIES: One (1) complete set of all required application materials (see checklist), including one full size set (D size – 24”x36”) of all plans and one complete set of all written documents shall be submitted. In addition, the following duplicate sets shall be submitted:

Technical Advisory Committee

G 10 sets of full size plans.

Tri-County Technical Advisory Committee – Kirkwood Area

G 3 sets of 11” x 17” plans.

REVIEW SCHEDULE: Once a complete application is filed with the Planning Department, review of the project will begin. If applicable, review by the Tri-County Technical Advisory Committee must be completed prior to consideration of the application by the Alpine County Technical Advisory Committee. The schedule for these meetings is:

- Tri-County Technical Advisory Committee (Tri-TAC - applies to projects in Kirkwood and within the Highway 88 corridor between Picketts Junction and Kirkwood, and Highway 89 corridor between Picketts Junction and Luther Pass): Regular meetings are the 1st Friday of each month, 10:00 a.m. at the Kirkwood Community Services Building located on Loop Road in Kirkwood.
- Alpine County Technical Advisory Committee (TAC): The TAC normally meets on the second Tuesday of each month, 9:30 a.m. at the Alpine County Public Works Office, 50 Diamond Valley Road, in Woodfords. Meetings may also be held at Turtle Rock Park, 17300 Highway 89 between Markleeville and Woodfords.

CRITERIA FOR DECISION: In order to approve the lot line adjustment, the TAC must be able to make the following findings:

1. The lot line adjustment does not increase the number of lots, parcels or building sites within the area affected by the adjustment.
2. The lot line adjustment results in lots or parcels that conform to all the applicable requirements of the Alpine County building codes and zoning ordinance.
3. All applicable real property taxes for the affected lots or parcels have been paid.
4. Adequate provision has been made for changes in the location of all affected utilities, infrastructure and easements.

ADDITIONAL INFORMATION: Please contact the Alpine County Planning Department:

Address: 50 Diamond Valley Road
Markleeville, CA 96120
Phone: 530-694-2140
Fax: 530-694-2149
Email: zwood@alpinecountyca.gov

REQUIRED	LOT LINE ADJUSTMENT APPLICATION CHECKLIST
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YES	NO	
		1. Application form, completed and signed by the applicant
		2. Property owner's written authorization to proceed with the project. This can be in the form of the owner's signature on the application form, or a separate letter of authorization, signed by the property owner.
		3. Written description of the request
		4. A vicinity map showing the location of the property and its relationship to surrounding properties and development
		5 A site plan of the lot and adjacent lots, legibly and accurately drawn to scale, showing the following
		a. existing and proposed property boundaries
		b. location of all buildings, structures and improvements on the affected lot or lots
		c. location of all buildings and structures on the adjoining lot(s) which are adjacent to the area(s) where the lot line adjustment is being requested
		d. existing topography
		e. location of all trees that will be proposed to be removed
		f. any other significant features on the site that will be affected
		6. Certification from the applicable utility companies (power, telephone, cable TV) if the lot line adjustment will affect any existing utility easements on or immediately adjacent to the property.



APPLICATION FOR DEVELOPMENT

Alpine County Planning Department
 50 Diamond Valley Road Markleeville, CA 96120
 Tel: (530) 694-2140, Fax: (530) 694-2149

OFFICIAL USE ONLY:	Received by _____	Date _____
Deposit/Fees paid _____	Receipt # _____	Case # _____

PROJECT AND SITE INFORMATION

Project Name	
Project Location/Address	
Assessor Parcel Numbers	
Parcel Size	Existing Uses:

PROPERTY OWNER INFORMATION

Name			
Address			
City	State	Zip	
Phone	Fax	Cell	Email

APPLICANT/AGENT INFORMATION (If different from property owner)

Name			
Address			
City			
Phone	Fax	Cell	Email

TYPE OF APPLICATION

Code Amendment	Lot Line Adjustment	Tentative Tract Map
Conditional Use Permit	Preliminary Review	Variance
Envelope Modification	Surface Mining Permit	Zone Change
General Plan Amend.	Tentative Parcel Map	Other _____

AUTHORIZATION AND ACKNOWLEDGEMENTS

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by Alpine county must be submitted prior to having this matter processed. I understand that I am consenting to allow the County staff involve in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

I understand that public hearings or meetings may be required. The property owner and/or applicant/agent or their representative shall be present at all official public meetings and public hearings relative to this application. Processing deposits and/or fees for reviewing the application shall be paid in accordance with the Alpine County Planning Department Schedule of Fees and Deposits (Board of Supervisors Resolution No. R2005-30 or as may be amended in the future). I understand that additional fees or materials may be required as a result of considerations which may arise in the processing of this application.

SIGNATURE OF PERSON SUBMITTING APPLICATION	DATE
PROPERTY OWNER SIGNATURE	DATE