



PROPERTY LINE ADJUSTMENT CHECKLIST

The following checklist is intended to identify the standard information and items that are necessary in order for the Planning Division to process your Property Line Adjustment application. Additional information may be required for certain types of projects. Please contact the Planning Division for details on your specific use.

The following items are required for a complete application:

1. Completed and Signed **Planning Application** Form.
2. **Application Fees** are required at the time the application is submitted to the Planning Division.
3. One (1) copy of a **current preliminary title report** (no older than one month) for all properties affected by the Property Line Adjustment.
4. One (1) copy of the **current deed(s) to the property(s)** affected by the Property Line Adjustment. If property owner is a partnership, corporation or holding company, submit current documents identifying the names and addresses of all partners or officers.
5. One (1) **legal description of each new lot**, prepared and signed by a licensed land surveyor, registered engineer, or an authorized signatory of a Title Insurance Company, including a Legal Description Certificate of Adjusted Parcels (Attached).

The legal description shall be labeled "Exhibit A."

6. One (1) **Owner's Certificate for Property Line Adjustment, labeled as "Exhibit B."** (Attached)
7. One (1) **map exhibit** prepared by a licensed land surveyor or engineer.

The map exhibit shall be labeled "**Exhibit C**" and shall include all information listed in Part 2 of this checklist.

8. **Assessor Request Form** (Attached).
9. **Authorization to Enter Private Property** (Attached).

**PART 2 – MINIMUM REQUIREMENTS FOR PROPERTY LINE ADJUSTMENT
MAP EXHIBITS:**

1. **8 ½” X 11”** in size.
2. Date, north arrow, and scale.
3. Assessor’s Parcel Number(s) of the existing parcels.
4. Names of the property owners of all affected parcels.
5. Name, registration number (if applicable), business address, zip code and phone number of the qualified person who prepared the map.
6. Names and lines of existing streets that are adjacent to the lots.
7. Boundaries of all affected parcels, with dimensions.
8. Which property lines are to be removed, and which property lines are to be added.
9. Location, width and purpose of all existing and proposed easements (public and private) on the parcels.
10. Show existing structures (house, accessory buildings, etc.) including setbacks from all proposed property lines.
11. Each new lot shall be numbered or lettered for identification.
12. Existing and resultant parcel sizes for each affected property.
13. The map shall be labeled “Exhibit C.”

Processing and Recording the Property Line Adjustment Documents

The Planning Division will route the application packet to the Shasta Lake Fire Protection District and Public Works Department for review and comment. After the Development Services Director approves the Property Line Adjustment documents, the Applicant’s Title Company records the Notice of Property Line Adjustment, new grant deeds, and related Exhibits.