



CITY OF GRASS VALLEY  
125 E. Main Street Grass Valley, California 95945  
(530) 274-4330

## LAND SUBDIVISION TENTATIVE MAP - LOT LINE ADJUSTMENT

Attached are the filing forms and instructions for submitting a complete tentative map application. All forms must be completely filled out and submitted with any necessary supporting information. This packet includes the following forms (item numbers 1 and 2) and information sheets (item numbers 3 and 4):

1. Application Form
2. Lot Line Adjustment Application Checklist

Upon receipt of the **completed forms, site plan/maps, and filing fees**, the Community Development Department will determine the completeness of the application. This review will be completed as soon as possible, but within thirty (30) days of the submittal of the application. If the application is determined to be complete, the City will begin an environmental review, circulate the project for review by agencies and staff, and then schedule the application for a hearing before the Planning Commission.

If sufficient information **has not** been submitted to adequately process your application, you will receive a notice that your application is incomplete along with instructions on how to complete the application. Once the City receives the additional information or revised application, the thirty (30) day review period will begin again.

Approximately five (5) days prior to the Planning Commission meeting, the Community Development Department will provide you with a staff report which will include an analysis of the project along with comments from other agencies or departments. The staff report will usually contain a recommendation for approval, conditional approval, or denial.

Since the information contained in your application is used to evaluate the project and in the preparation of the staff report, it is important that you provide complete and accurate data. Please review and respond to each question. If a response is not applicable, N/A should be used in the space provided. Failure to provide adequate information could delay the processing of your application.

Additional information may be obtained at [www.cityofgrassvalley.com](http://www.cityofgrassvalley.com) regarding the 2020 General Plan and Zoning. You may also contact the Community Development Department at (530) 274-4330; 125 East Main Street, Grass Valley, CA 95945.

**CITY OF GRASS VALLEY  
TENTATIVE MAP - LOT LINE ADJUSTMENT APPLICATION**

**Filing Fees**

- Tentative Map - Lot Line Adjustment Application ..... \$ 877.00

**Lot Line Adjustment Request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Property Address or Location:** \_\_\_\_\_  
 \_\_\_\_\_

**Assessor's Parcel No(s):** \_\_\_\_\_  
 \_\_\_\_\_

**General Plan Land Use :** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Property Owner**

**Applicant/Representative**

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

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

**SIGNATURE OF PROPERTY OWNER:** \_\_\_\_\_

*(A property owner's representative can sign if the property owner provides a consent letter.)*

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

--OFFICE USE ONLY--	
Application No.:	Date Filed:
Fees Paid by:	Amount Paid:
Other Related Application(s):	

**GRASS VALLEY  
TENTATIVE MAP - LOT LINE ADJUSTMENT APPLICATION  
CHECKLIST**

**TO APPLICANTS:** The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project and, as noted, some items are not normally required. If you are not sure, ask Planning Division Staff. Planning Staff will use a copy of this list to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you marked according to the legend.

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**Lot Line Adjustment**

APPLICATION NUMBER: \_\_\_\_\_  
CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

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LEGEND: / Provided                      o Required but not provided                      x Not required

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- \_\_\_\_\_ Four (4) copies of the lot line adjustment map (preferably 18" x 26"), folded to 9" x 13", showing the following:
  - \_\_\_\_\_ The name if any, date of preparation, north point, scale, and if based on a survey, the date of the survey.
  - \_\_\_\_\_ Names and addresses of the applicant and all parties having a record title interest in the property being subdivided.
  - \_\_\_\_\_ The boundaries of the lot line adjustment, defined by legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivision, if any.
  - \_\_\_\_\_ The locations, widths and names or designations of all existing streets, alleys, paths and other rights-of-way, whether public or private; private easements within and adjacent to the lot line adjustment site.
  - \_\_\_\_\_ The existing and proposed lot lines and approximate dimensions of all lots, and the number assigned to each lot; the approximate area in square footage and/or acreage of the lots.
  - \_\_\_\_\_ The location and outline to scale of all structures and the proposed building setbacks after the lot line adjustment.
- \_\_\_\_\_ Preliminary title report.
- \_\_\_\_\_ An authorization consenting to the proposed lot line adjustment signed by all parties having a record title interest in the property to be subdivided (if not included on the application form).