



**CITY OF BARSTOW
COMMUNITY DEVELOPMENT**

City of Barstow
Planning Division

**APPLICATION FOR:
MINOR CHANGES TO LAND DIVISIONS
LOT LINE ADJUSTMENTS, LOT MERGER, AND/OR
CERTIFICATE OF COMPLIANCE**

FILING FEE (All fees are non-refundable):
\$531.00 + actual consultant costs

Application No: PLLA# _____

Applicant: _____
Mailing Address: _____

Phone Number: _____
E-Mail: _____

Contact Person: _____
Mailing Address: _____

Phone Number: _____
E-Mail: _____

Architect: _____
Mailing Address: _____

Phone Number: _____
E-Mail: _____

Engineer: _____
Mailing Address: _____

Phone Number: _____
E-Mail: _____

Property Address/Location: _____
Assessor's Parcel Number(s): _____
Existing Use of Property: _____
Existing Zoning: _____
General/Comprehensive Plan Land Use Designation: _____
Complete Description of Project: _____

INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.

LOCATION: Barstow City Hall, 220 E Mountain View St, Suite A, Barstow, CA 92311
PHONE: 760-255-5161

OFFICE USE ONLY

Date Received: _____
Filing Fee: _____
Attachments: _____
Received By: _____

Hearing Date: _____
Action: _____
Receipt No: _____



A. MINIMUM SUBMITTAL REQUIREMENTS:

A complete package for review and approval includes the following items:

- Completed Planning Application Form signed by the property owner and Authorization of Agent Form.
- Environmental and Project Application Form
- Tentative Tract Map
Initial submittal of 5 copies to determine the completeness of the map. Once determined to be otherwise "complete for filing," 45 full-size copies and one 8 ½" x 11" unfolded copy are required.
- Tentative Parcel Map
Initial submittal of 2 copies to determine the completeness of the map. Once determined to be otherwise "complete for filing," 15 full-size copies and an 8 ½" x 11" unfolded copy are required.
- Lot Line Adjustment Exhibits
- Electronic Submittal (of all materials/plans)
- Preliminary Title Report of all properties covered by the application and a copy of all legal documents (deed, easements, etc.) mentioned in the Preliminary Title Report (2 copies – prepared within 6 months of the application date).
- Application Fees

LOT LINE ADJUSTMENT

A Lot Line Adjustment is a lot line adjustment between two or more adjacent parcels, where the land taken from one parcel is added to an adjacent parcel and where a greater number of parcels than originally existed is not thereby created.

Lot Line Adjustment exhibits shall be prepared on 8 1/2 inch by 11 inch paper, according to the instructions below. The Site Plan shall have the name, address, and telephone number of the record owner, subdivider and person preparing the map. The person preparing the exhibits must be a Registered Civil Engineer or Licensed Land Surveyor. The Community Development Director, or the director's designee, shall conduct a noticed public hearing on the proposed lot line adjustment and, following the conclusion of the public hearing, may approve, conditionally approve, or deny the proposed lot line adjustment.

All of the following exhibits must be submitted:

Exhibit "A": Legal Description (2 copies) – 1/2" clear margins required

- Legal description of each parcel described in conformance with previous deeds and adjacent properties. Do not use City Standard Title Block for this exhibit.

Exhibit "B": Plat to Accompany Legal Description (Original and one copy) – 1/2" clear margins required

- Include: ALD No.____ (Lot Line Adjustment case number) in the title block.
- North arrow and scale of the map (scale shall not be less than 1 inch = 100 feet).
- Lot layout, dimensions of each lot line, and square footage of each lot.
- Label lines "LINE TO BE DELETED" or "PROPOSED LOT LINE," as applicable.
- Names of adjacent streets.
- All existing and proposed easements and rights-of-way within and adjacent to the subject property, including access for parcels without street frontage.

Exhibit "C": Existing Plat Map (Original and one copy) – 1/2" clear margins required

- Existing lot layout, dimensions of each lot line, and square footage of each lot.
- North arrow and scale of the map (scale shall not be less than 1 inch = 100 feet).
- Underlying tract/parcel and lot/parcel number in dashed lines.
- The net area of each parcel shall be shown. Net area equals the gross area minus any easements that restrict the surface use of the property, such as vehicular, pedestrian, or equestrian easements.

Exhibits "D": Detailed Proposed Plat Map (Original and one copy) – 1/2" clear margins required

- Proposed lot layout.
- North arrow and scale of the map (scale shall not be less than 1 inch = 100 feet).
- Location site in relation to existing streets and the distance to the nearest cross street.
- Location and width of all existing or proposed easements or rights-of-way, whether public or private, for roads, drainage, utilities, sewer, or flood control purposes.
- Show easements with adequate data to definitively locate with respect to lot lines.
- Label the easements as existing or proposed and indicate to whom the easement is granted.
- Building setback lines should be shown on map but no used to calculate net area of lot.
- Show location of any natural or improved drainage paths, pipelines, or swales.
- Show location of any above or underground structures on the site.
- Dimension distances from proposed property lines to structures.
- If no structures on the lots proposed for adjustment, add a not on the diagram.

Site Plan: (Original and one copy) Include items required for Exhibit "B," plus the following:

- Location of all existing buildings or structures within the subject property identified by use and address, and boundaries of orchards on or within 100 feet of the subject property.
- Setbacks from existing buildings to the existing and proposed property lines.
- Approximate acreage and number of lots.
- Provide existing occupancies per the building code of all buildings or structures within the subject property.

Closure Calculations (Original and one copy) signed and stamped by a Registered Civil Engineer or Licensed Land Surveyor – if applicable.

Preliminary Title Report (two copies) of all properties covered by the application (must have been prepared within 6 months of the application date).

After a Minor Lot Line Adjustment is approved, Planning Division and Engineering Division staff will prepare the documents that you will be required to sign and have recorded. Concurrent recording of the approved Lot Line Adjustment with deeds between owners is highly recommended. A letter from each lender identified in the title report consenting to the Lot Line Adjustment will be required.

Completed application packages may either be filed in person at the Planning Division public counter or submitted by mail. To assure the most efficient filing, it is strongly encouraged that applications be filed in person.

Recording requested by and when recorded, mail to:

City of Barstow
City Engineer
220 E Mountain View Street
Barstow, CA 92311

SPACE ABOVE LINE FOR RECORDER'S USE ONLY

**CITY OF BARSTOW
LOT LINE ADJUSTMENT
CERTIFICATE OF COMPLIANCE**

I/We, the undersigned owner(s) of record of the real property described by the attached Exhibits A and B within the City of Barstow, County of San Bernardino, and parties having interest in said property, hereby request the City of Barstow determine if said real property complies with the provisions of the Subdivision Map Act and of the City Subdivision Ordinance.

OWNERS OF RECORD (Attach additional sheets if necessary):

SIGNATURE: _____ **Owner**

Name (print): _____ **Date:** _____

STATE OF CALIFORNIA)
)
COUNTY OF SAN BERNARDINO) **ss.**

On _____ before me, _____, a Notary Public, personally appeared _____, who provided 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, and that by his/her/their signature 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: _____
Notary Public in and for said State and County

SIGNATURE: _____ **Owner**

Name (print): _____ **Date** _____

STATE OF CALIFORNIA)
)
COUNTY OF SAN BERNARDINO) **ss.**

On _____ before me, _____, a Notary Public, personally appeared _____, who provided 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, and that by his/her/their signature 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: _____
Notary Public in and for said State and County

ALL SIGNATURES MUST BE NOTARIZED

CITY OF BARSTOW

**EXHIBIT "A"
NEW LEGAL DESCRIPTIONS**

(Use additional sheets as necessary)

Prepared by:

Signature: _____ **RCE#** _____

Name (print): _____

Company Name: _____

Address: _____

Telephone No: _____ **Email:** _____

CITY OF BARSTOW

**EXHIBIT "B"
NEW PLAT MAP**

(Use additional sheets as necessary)

Prepared by:

Signature: _____ **RCE#** _____

Name (print): _____

Company Name: _____

Address: _____

Telephone No: _____ **Email:** _____

CITY OF BARSTOW

EXHIBIT "C"
EXISTING PLAT MAP
(This map not to be recorded)

(Use additional sheets as necessary)

Prepared by:

Signature: _____ RCE# _____

Name (print): _____

Company Name: _____

Address: _____

Telephone No: _____ Email: _____

CITY OF BARSTOW

EXHIBIT "D"
PROPOSED PLAT MAP
SHOWING STRUCTURE(S), SETBACKS TO PROPERTY LINES,
ACREAGE, EASEMENTS AND OTHER PROPERTY FEATURES
(This map not to be recorded)

(Use additional sheets as necessary)

Prepared by:

Signature: _____ RCE# _____

Name (print): _____

Company Name: _____

Address: _____

Telephone No: _____ Email: _____

CITY OF BARSTOW

PARTIES WITH INTEREST IN PROPERTY, i.e. EASEMENTS, etc. (Attach additional sheets if necessary):

SIGNATURE: _____ **Party with interest**

Name (print): _____ **Date:** _____

STATE OF CALIFORNIA)
) **ss.**
COUNTY OF SAN BERNARDINO)

On _____ before me, _____, a Notary Public, personally appeared _____, who provided 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, and that by his/her/their signature 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: _____
Notary Public in and for said State and County

SIGNATURE: _____ **Owner**

Name (print): _____ **Date** _____

STATE OF CALIFORNIA)
) **ss.**
COUNTY OF SAN BERNARDINO)

On _____ before me, _____, a Notary Public, personally appeared _____, who provided 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, and that by his/her/their signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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Signature: _____
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