

Case Number M # OR LLA # _____

Date Application Received _____

CITY OF ORLAND
MERGER or LOT LINE ADJUSTMENT

815 Fourth Street
Orland, CA 95963
530.865.1600
530.865.1632 (fax)

Time Limits:

The total time for processing a Merger or Lot Line Adjustment is generally fifteen (15) days. However, pursuant to California Government Code Sections 65943 and 65950, the City has thirty (30) days from the date of application submittal to determine if an application is complete; and six (6) months from the date of complete application to take final action.

Notice of Pending Amendments:

Pursuant to California Government Code Section 65945, an applicant can make a written request to receive notice of any pending amendments to: the General Plan, Specific Plans, the land use regulations, ordinances affecting building permits, or to regulations pertaining to development permits, if the amendment is reasonably related to the applicant's project.

Note:

By signing the front of this application form, the applicant is indicating that the project is not included on any state or local list of hazardous waste sites compiled pursuant to California Government Code Section 65962.5, effective July 1, 1987.

Additional information may be obtained from the City of Orland Planning Department at the above address and telephone number.

Signature: _____

Date: _____

Print Name: _____

**REQUIREMENTS FOR A COMPLETE
CERTIFICATE OF MERGER or LOT LINE ADJUSTMENT**

The following items are REQUIRED for a complete application:

SUBMITTAL REQUIREMENTS

1. ***Application Fees: \$200.00 + \$100.00 Engineering Deposit. Additional Engineering fees may be required. The City Engineer will calculate the appropriate deposit, against which engineering services will be billed at the current hourly rate.***
2. ***Completed application form including:***
 - a) Name and address of owner of record of all parcels and engineer/surveyor who prepared map.
 - b) Date of preparation.
 - c) Current Assessor's Parcel Number(s)
 - d) Layout, dimensions and acreage of EXISTING LOT(S)
 - e) Layout dimensions and acreage of MERGED LOT(S)
 - f) A scale and north arrow.
 - g) A location/vicinity map identifying the project site within an identifiable geographic area.
 - h) The location and dimensions of all existing building and structures including location from all property lines.
 - i) The name, location, and width of all existing interior, abutting, and proposed streets and easements.
 - j) Location and nature of all utilities in accordance with the requirements of the City of Orland.
 - k) Listing of adjacent recorded or known proposed land divisions, lot line adjustment(s), or any other application for entitlement, which may or will affect or be affected by the subject application.
3. **One copy of the deeds for existing parcels and a current Preliminary Title Report (within the last 90 days).**
4. One copy of the Assessor's Parcel Map(s) with the subject site clearly identified.
5. Other information as may be required to facilitate a comprehensive evaluation of the application by the City of Orland.
6. Additional information may be required to determine if significant adverse environmental impacts could result from the proposal.

MERGER or LOT LINE ADJUSTMENT APPLICATION

Please submit completed application form and fees to:

**City of Orland
Planning Department
815 Fourth Street
Orland, CA 95963
530.865.1600
530.865.1632 (fax)**

NOTE: APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT AND WHICH DO NOT HAVE ALL REQUIRED SUBMITTALS WILL NOT BE ACCEPTED FOR FILING.

Contact Information:

1. Applicant Name (s): _____
 Address: _____
 Street _____ City/State/Zip _____
 Phone: _____
 Business _____ Home _____ Cell _____
 Fax: _____
 Email: _____

2. Property Owner(s): _____
 Address: _____
 Street _____ City/State/Zip _____
 Phone: _____
 Business _____ Home _____ Cell _____
 Fax: _____
 Email: _____

3. Property Owner(s): _____
 Address: _____
 Street _____ City/State/Zip _____
 Phone: _____
 Business _____ Home _____ Cell _____
 Fax: _____
 Email: _____

4. Engineer/Surveyor: _____
 Address: _____
 Street _____ City/State/Zip _____
 Phone: _____
 Business _____ Home _____ Cell _____
 Fax: _____
 Email: _____

APPLICANT(S)/OWNER(S) DECLARATION UNDER PENALTY OF PERJURY
(Must be signed by ALL applicants and property owners)

I am (we are) the owner(s) of the property that is the subject of this application and I (we) have completed this application and all other documents and maps required herein, or have permitted the person(s) identified as the Applicant to do so on my (our) behalf. Owner(s) and/or Applicant(s) hereby certify that the information and statements made herein are, in all respects, true and correct to the best of my (our) knowledge and belief.

I (we) also declare under penalty of perjury that the foregoing is true and correct as evidenced by my (our) signature(s) below.

1. Property Owner(s):

Print: _____ Signed: _____ Date: _____

Property Owner(s):

Print: _____ Signed: _____ Date: _____

2. Applicant(s):

Print: _____ Signed: _____ Date: _____

Applicant(s):

Print: _____ Signed: _____ Date: _____

****Note: If the owner or applicant is other than an individual(s), a copy of a Resolution from the corporation or partnership agreement authorizing this application must be attached hereto.***

