

Departments and Divisions

Community Development

- Building Inspection Division (661) 758-7225
- Code Enforcement Division (661) 758-7213
- Planning Division (661) 758-7250

Emergency Services

- Fire Department (661) 758-6447
- Police Department (661) 758-7266

Public Works Department

- Public Works (661) 758-7270

City Administration

- Finance Department (661) 758-7230
- Economic Dev. Department (661) 758-7204
- City Treasurer (661) 758-7236
- City Manager (661) 758-7214
- City Clerk (661) 758-7215

Online Information At

<http://www.ci.wasco.ca.us>



Lot Line Adjustment (LLA)

This brochure is provided by the:

Wasco Planning Division
764 E Street
Wasco, CA 93280
(661) 758-7250

E-Mail:
planning@ci.wasco.ca.us

What is a Lot Line Adjustment (LLA)

A lot line adjustment is the process that is used to change property lines of **existing** parcels. The process can be used to do a number of things, such as: combine two or more adjacent parcels into one parcel, alter the boundary between two parcels, or reconfigure the shapes of parcels. The lot line adjustment process is *not* used to create additional parcels; such process requires a parcel or tentative map approval from the City.

Who Approves a LLA?

In the City of Wasco, the Planning Commission will take final action on Lot Line Adjustments.

Pre-Application Discussion with Staff

While not required, it is recommended that you meet with Planning Staff to discuss your proposed LLA. You may arrange a meeting by calling 661-758-7250 or by visiting the Community Development Department at 764 E Street, Wasco, CA 93280.

How to Apply for a LLA

Applications for a lot line adjustment may be obtained at the Community Development Department. Typically, a licensed land surveyor or registered civil engineer will submit the application on behalf of the property owner, as state law requires that new legal descriptions must be prepared by one of these professionals.

Once an application is submitted to this office, it is reviewed to determine if it is complete. An application package will consist of the following:

- ✓ Master Uniform Application;
- ✓ Lot Line Adjustment Application;
- ✓ Application fee (refer to fee schedule);
- ✓ Lot Line Adjustment Plan;
- ✓ Two (2) copies of a preliminary title report (less than thirty (30) days old);
- ✓ A map of the existing conditions and the proposed lot conditions, prepared by a land surveyor or engineer (required by local ordinance) and state law; and
- ✓ A legal description of each new lot, prepared by a land surveyor or civil engineer.

What is the Process and How Long Does it Take?

Upon filing a complete application, Planning Staff will review the application and request that the City Engineer and other affected departments review and comment on the LLA. The California Environmental Quality Act (CEQA) requires that an environmental study be prepared for projects. Lot line adjustments/lot mergers are normally exempt from the requirements of CEQA. However, should environmental review be required, Planning Staff will prepare the necessary documents. Environmental review will take approximately three months.

After the environmental document has been prepared and circulated, Planning Staff will prepare a staff report to present the project to the Planning Commission. The staff report will contain a recommendation for either approval, denial, or approval with conditions developed from and during the review process.

Once the review period is completed, the lot line adjustment/lot merger is scheduled for a public hearing in front of the Planning Commission. Planning Staff will publish a Notice of Hearing and mail the notice to surrounding property owners. A copy of the staff report is provided to the applicant prior to the hearing.

The Commission will hear the request at the public hearing, where the applicant or other interested parties will have an opportunity express their opinion about the LLA. After reviewing any written and oral evidence, the Planning Commission will deny, approve, or approve with conditions of approval the LLA.

After Planning Commission approvals are satisfied, a Certificate of Compliance will be recorded. The Certificate of Compliance is a legal document certifying that the newly configured parcels have been legal standing. Title companies and financial institutions recognize a Certificate of Compliance as being verification of the legal parcel configuration.

This process typically takes four to six weeks, but may vary based upon complexity of the issues.

Upon verification that all of the conditions of approval have been satisfied, a minimum of one week is needed to prepare the Certificate of Compliance for recording.