

# **LOT LINE ADJUSTMENT APPLICATION PACKET**

## **The City of Ripon**



*Community Development Department*

**FILING INSTRUCTIONS:** Complete application must be submitted to the planning department for review and approval. Within 30 days of receipt, the Planning Department will determine if the application is deemed complete pursuant to Section 16.08.020 and 16.108 of the Ripon Municipal Code.

**PROCESSING PROCEDURE:** Lot line adjustment applications are reviewed by the planning department unless determined by the Planning Director the need for Planning Commission approval. Applicants or their authorized representatives would be required to attend such meeting to present their project to the Planning Commission. Meetings may be held between the applicant and the project review team prior to the completion of the staff report to address issues identified during the review period. **Contact the following department\*s and/or Agency(ies) during processing of this application for possible additional requirements:** Ripon Engineering Dept.; SJ County Recorders Office 209-468-3939 (to finalize action)

**APPLICATION SUBMITTAL REQUIREMENTS:** Unless otherwise determined by the planning department, an application for a lot line adjustment must include the following:

- Application and preliminary environmental assessment fees
- Vicinity Map (8 ½ x 11)
- An 8 ½ x 11 plot plan containing the following information:
  - Assessor's parcel number
  - Workable scale, noted on plan
  - Property lines (existing and proposed)
  - North arrow, north to top of page
  - Name, address and phone number of applicant
  - Name, address and phone number of owner
  - Street address of project
  - Project title
  - Adjacent streets, alleys, properties
  - Existing features: structures to be retained, utility poles, hydrants, pavement, fences, sidewalks, street lights, trees (note on each item whether it is to be removed or retained)
- Preliminary Title Report
- Legal description (both before and after requested merger)

**APPEAL PROCEDURE:** Any applicant or person claiming to be directly and adversely affected by any action of the Planning Department may, ten (10) days after said action, file a written appeal to the Planning Commission. Any applicant or person claiming to be directly and adversely affected by any action of the Planning Commission may then appeal to the City Council by filing a written appeal along with the appropriate fee, with the City Clerk for transmittal to the City Council. Said appeal shall stay the issuance of any permits in connection with the action, pending the decision of the City Council. Upon the receipt of an appeal, the City Council shall, after receiving a report from the Planning Commission, and after at least one Public Hearing, render a decision sustaining, amending, or overruling the Planning Commission action.

# Lot Line Adjustment Application

**City of Ripon**  
259 North Wilma Ave.,  
Ripon, CA 95366  
FAX 209-599-2685  
Phone 209-599-2108

<b>For Official Use Only</b>	
LA# _____	Fee _____
PEA# _____	Fee _____
<b>Completed App. ( ) Yes ( ) No</b>	

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**PROPERTY OWNER:**

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

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**APPLICANT:** ( ) Same as Above Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_  
(Print)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

**PROJECT SITE INFORMATION:**

Address: \_\_\_\_\_

Assessor Parcel Number (APN): \_\_\_\_\_

Present Zone: \_\_\_\_\_ Actual Use: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Circumstances: ( ) YES ( ) NO If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets to continue, if needed)

	I hereby certify, under penalty of perjury, that the information provided herein is true and correct.
_____ Signature of Applicant/Prop Owner	_____ Date
_____ Signature of Applicant/Prop Owner	_____ Date