



APPLICATION CHECKLIST  
LOT LINE ADJUSTMENT (LLA) OR  
VOLUNTARY MERGER (VM)

A request for a Lot Line Adjustment or Voluntary Merger requires Approval by the Planning Manager. Following a public notice, the Planning Manager may waive the requirement for a public hearing if one is not requested. If a public hearing is requested, the Planning Manager shall schedule and notice the Lot Line Adjustment or Voluntary Merger for a public hearing before the Planning Commission or Design Committee. Processing time is normally six (6) weeks however, it is dependent upon the number of similar requests before the City. **If a public hearing is required, the applicant or the applicant's representative must be present at the public hearing to answer questions.**

Applications shall be reviewed for compliance with the submittal requirements. ***Applications submitted without the required information are not required to be accepted for processing.***

**Application Submittal Requirements:**

- A) One (1) copy of the completed application form, with an **address approved by City of Roseville Development Services Department - Addressing** and all required **original signatures**.
- B) The required processing fee (refer to fee schedule) (There is an additional fee for City preparation of the radius list).
- C) One (1) copy of a preliminary title report, current within 6 months.
- D) Fifteen (15) copies of an exhibit map drawn to scale (engineer's scale - no smaller than 1" = 40') indicating:
  - \_\_\_ Property lines
  - \_\_\_ Building setback lines
  - \_\_\_ Existing and proposed buildings and other structures on site
  - \_\_\_ Driveways and parking spaces
  - \_\_\_ All planted areas and areas to be planted (include location of existing trees)
  - \_\_\_ Entrances, exits, and walkways
  - \_\_\_ Trash enclosures and other site improvements
  - \_\_\_ Existing and proposed fencing
  - \_\_\_ Existing easements and type
  - \_\_\_ Proposed boundaries (lot line adjustments only)
  - \_\_\_ Street names
  - \_\_\_ Project name, north arrow and scale
  - \_\_\_ A vicinity map
  - \_\_\_ Summary of project statistics including zoning and General Plan Land Use
  - \_\_\_ One (1) 8 ½" x 11" reproducible copy
- E) Additional information as deemed necessary by the Planning Division.

**NOTE: All exhibits larger than 8 ½" x 11" must be INDIVIDUALLY FOLDED prior to submittal. Full size color exhibits are not required to be folded.**

If you have questions, call the Planning Division at (916) 774-5276 (California Relay Service 1-800-735-2929) or staff is available at 311 Vernon Street, Roseville, CA 95678