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 Director. Following a public notice, the Planning Director may waive the requirement for a public hearing if one is not requested. If a public hearing is requested, the Planning Director 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 the Engineering Division*** and all required 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.
(must be 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
___ A vicinity map
___ North arrow and scale
___ 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 Department.

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

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