



**COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

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**APPLICATION REQUIREMENT ATTACHMENTS:
LOT LINE ADJUSTMENT**

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LOT LINE ADJUSTMENT - SECTION ONE

HOW TO USE THIS ATTACHMENT

Section One of this attachment contains general information about the review type, and the process used to review your application. Keep this section as a reference while your application proceeds through review.

Section Two contains material that you are required to fill out, detach, and submit with your application. The Application Submittal Requirements checklist describes the minimum information to include in your application. Your application will not be accepted for review unless all the information is present.

LOT LINE ADJUSTMENT SUMMARY

A lot line adjustment is between four or fewer existing adjoining parcels, where the land taken from one parcel is added to an adjoining parcel, and where a greater number of parcels than originally existed is not thereby created. Lot line adjustments must be consistent with both State Law (Section 66412.d-California Government Code) and the Town of Mammoth Lakes Municipal Code. To determine the zoning standards that apply to the lot see MC Chapters 17.20.030 for Residential zoning, 17.24.030 for Commercial zoning, 17.28.030 for Industrial zoning or refer to a Specific Plan if the lot is located within a Specific Plan area.

LOT LINE ADJUSTMENT PROCESS

Applications for Lot Line Adjustments are received by the Community and Economic Development Department and are reviewed through the Planning Permit Application review process as described in MC Chapter 17.60.

Within thirty (30) days after submittal of the application, plans and fee deposit, Town staff will review the submittal for completeness. If the application submittal is incomplete and additional information or clarification is required, you will be notified in writing.

The applicant will be required to pay property taxes for all the involved lots before approval, To complete property taxes, the applicant should work with the Mono County tax collector who can be reached at (760) 932-5480.

Once an application has been deemed complete, the initial review of the application takes approximately three weeks. Staff will verify property ownership, check on the status of tax installments for the parcels, and verify that the proposed lot line adjustment is consistent with applicable Town policies. If the legal description is satisfactory and everything else is in order, a Notice of Decision (letter) will be posted which will allow for a fifteen (15) day appeal period. Additionally, Town staff will coordinate with the applicant to complete and sign the subsequent documents including the Certificate of Compliance, the Community and Economic Development Director Determination, the Mono County Preliminary Change of Ownership Report, new Grant Deeds for each resulting parcel, as well as submit a Not-to-Exceed check.

Once the appeal period has ended and all documents have been completed and signed, the Town staff will then send all final documents to the County Recorder's Office for the Lot Line Adjustment to be recorded.

LOT LINE ADJUSTMENT - SECTION TWO

LOT LINE ADJUSTMENT APPLICATION REQUIREMENTS CHECKLIST

Complete applications must include:

- One (1) electronic copy or one (1) hard copy of each required application material.
 - All electronic plans and materials to be submitted in Adobe PDF format.
 - Collated packets: Packets should include one of each hard copy requested. One packet will include all materials including the items where only one hard copy is requested.

Please fill out the following checklist and submit with your application:

- A completed Land Use Permit form.
- The Lot Line Adjustment fee, as stated on the Land Use Permit form.
- Completed Planning Application Project Fact Sheet
- Completed Hazardous Waste and Substances Form
- Current title report for all subject parcels dated within 30 days or attorney memorandum, based on abstract of title
- Exhibit B - Existing Legal Description
 - Header should read "Exhibit B - Existing Parcels Legal Description"
 - Legal description of existing parcels signed by licensed surveyor
 - See Attachment A for an example of a completed Exhibit B
- Exhibit C - Proposed Legal Description
 - Header should read "Exhibit C - Lot Line Adjustment No. XX-XXX Legal Description"
 - Page 2 of Exhibit C should contain the Lot Line Adjustment map. The map should include the boundary for the proposed parcel(s) and show the previous lot lines as a dashed line. New parcel numbers should be labeled in bold and underlined. The map should also label the previous lot numbers in a smaller font.
 - See Attachment B for an example of a completed Exhibit C.
- Provide contact information for owners of all subject parcels:

Parcel Address	Owner Name(s)	Phone #	Email:	Mailing Address

**EXHIBIT B
LOT LINE ADJUSTMENT NO. 21-004
EXISTING PARCELS
LEGAL DESCRIPTIONS**

BEING those certain real properties located in the Town of Mammoth Lakes, County of Mono, State of California, described as follows:

PARCEL 1

Lot 6 as shown on the map entitled "PINE CLIFF MANOR SUBDIVISION" and recorded in Book 3 of Maps at Page 56 in the Office of the County Recorder of said County.

PARCEL 2

Lot 5, Block 11 as shown on the map entitled "MAMMOTH CAMP TRACT" and recorded in Book 1 of Maps at Page 1 in the Office of the County Recorder of said County, and amendment thereto recorded in Book 1 of Maps at Page 16 in the Office of said County Recorder.

LEGAL DESCRIPTION PREPARED
UNDER THE SUPERVISION OF:

**EXHIBIT C
LOT LINE ADJUSTMENT NO. 21-004
LOT LINE ADJUSTMENT PARCEL 1
LEGAL DESCRIPTION**

BEING that certain real property located in the Town of Mammoth Lakes, County of Mono, State of California, described as follows:

Lot 6 as shown on the map entitled "PINE CLIFF MANOR SUBDIVISION" and recorded in Book 3 of Maps at Page 56 in the Office of the County Recorder of said County.

TOGETHER WITH a portion of Lot 5 in Block 11 of Mammoth Camp Tract as shown on the map recorded in Book 1 of Maps at Page 1 in the Office of said County Recorder, and Amendment thereto recorded in Book 1 of Maps at Page 16 in the Office of said County Recorder, and said portion also being more particularly described as follows:

BEGINNING at the northwest corner of said Lot 6, said northwest corner also being a point on the east line of said Lot 5;

THENCE on a westerly extension of the north line of said Lot 6, South 89°08'00" West, 15.00 feet;

THENCE parallel to the west line of said Lot 6, said west line also being the east line of said Lot 5, South 00°52'00" East, 98.00 feet, more or less, to a point of intersection with a westerly extension of the south line of said Lot 6;

THENCE along said westerly extension, North 89°08'00" East, 15.00 feet to the southwest corner of said Lot 6;

THENCE along said west line of Lot 6, North 00°52'00" West, 98.00 feet to the POINT OF BEGINNING;

CONTAINING 9,772 square feet of land, more or less.

The Basis of Bearings for the above legal description is said map entitled "PINE CLIFF MANOR SUBDIVISION".

LEGAL DESCRIPTION PREPARED
UNDER THE SUPERVISION OF:

**EXHIBIT C
LOT LINE ADJUSTMENT NO. 21-004
LOT LINE ADJUSTMENT PARCEL 2
LEGAL DESCRIPTION**

BEING that certain real property located in the Town of Mammoth Lakes, County of Mono, State of California, described as follows:

Lot 5 in Block 11 of Mammoth Camp Tract as shown on the map recorded in Book 1 of Maps at Page 1 in the Office of said County Recorder, and Amendment thereto recorded in Book 1 of Maps at Page 16 in the Office of said County Recorder.

EXCEPTING THEREFROM that portion of said Lot 5 described as follows:
BEGINNING at the northwest corner of Lot 6 as shown on the map entitled "PINE CLIFF MANOR SUBDIVISION" and recorded in Book 3 of Maps at Page 56 in the Office of the County Recorder of said County, said northwest corner also being a point on the east line of said Lot 5;
THENCE on a westerly extension of the north line of said Lot 6, South 89°08'00" West, 15.00 feet;
THENCE parallel to the east line of said Lot 5, said east line also being the west line of said Lot 6, South 00°52'00" East, 98.00 feet, more or less, to a point of intersection with a westerly extension of the south line of said Lot 6;
THENCE along said westerly extension, North 89°08'00" East, 15.00 feet to the southwest corner of said Lot 6, said southwest corner also being a point on the east line of said Lot 5;
THENCE along said west line of Lot 6, also being said east line of Lot 5, North 00°52'00" West, 98.00 feet to the POINT OF BEGINNING.

CONTAINING 29,368 square feet of land, more or less.

The Basis of Bearings for the above legal description is said map entitled "PINE CLIFF MANOR SUBDIVISION".

LEGAL DESCRIPTION PREPARED
UNDER THE SUPERVISION OF:

LOT LINE ADJUSTMENT - ATTACHMENT B

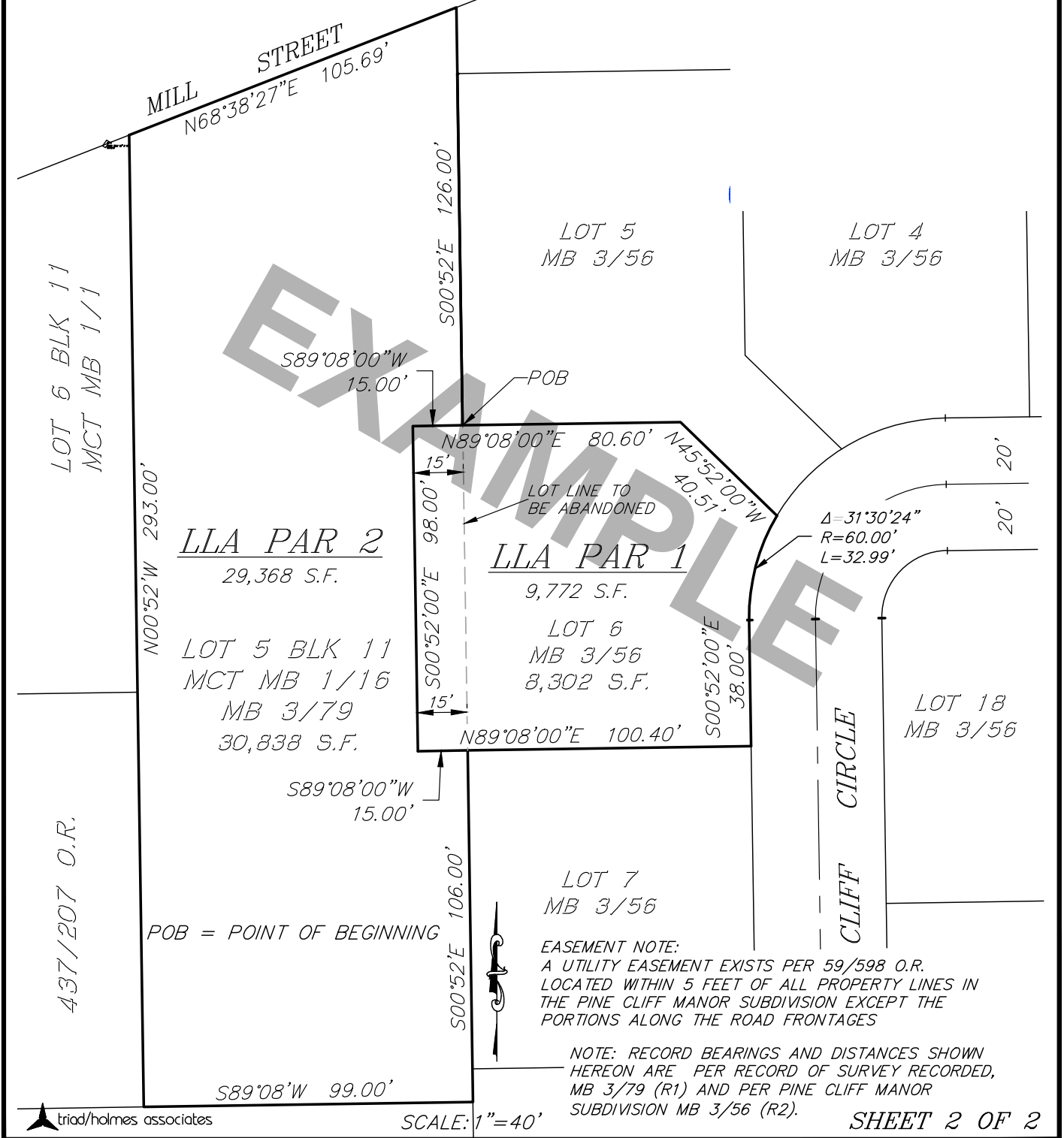
EXHIBIT "C"

LOT LINE ADJUSTMENT NO. 21-004 ADJUSTED PARCELS

TOWN OF MAMMOTH LAKES, MONO COUNTY, CALIFORNIA

RECORDING INFORMATION:

LOT LINE ADJUSTMENT APPLICATION BETWEEN LOT 6 OF PINE CLIFF MANOR SUBDIVISION PER MB 3/56 AND LOT 5, BLOCK 11 OF MAMMOTH CAMP TRACT 1 PER MB 1/1, AMENDED PER MB 1/16



triad/holmes associates

SCALE: 1"=40'

SHEET 2 OF 2