

Lot Line Adjustment Number: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Agent: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**KERN COUNTY PLANNING AND  
NATURAL RESOURCES DEPARTMENT  
INITIAL SUBMITTAL CHECK SHEET FOR  
OVER-THE-COUNTER LOT LINE ADJUSTMENT**

The over the counter lot line adjustment is limited to proposals containing parcels/lots that were previously included in a lot line adjustment, were created through the recordation of a parcel map waiver, parcel map, or tract map, or have a recorded Certificate of Compliance, issued by the County of Kern. If there is any question with regard to the legality of the parcels involved, the existence of legal access to the site, or if the proposal requires the processing of a development variation or discretionary action, the lot line adjustment cannot be approved over the counter.

**All the following items have been included in the attached Lot Line Adjustment submittal:**

(NOTE: All items listed must be provided for the project to be accepted for review and processing)

- ☐ Completed Land Division Application
  - Application has been signed by the agent (original signature)
  - Application has been signed by all owners listed in the title report (original signature(s))
  - All requested information has been provided.
  - Application includes Planning Department issued Lot Line Adjustment number. **Please contact the Kern County Planning and Natural Resources Department/Land Division Unit to obtain a number prior to submittal.**
- ☐ Five (5) copies of a complete illustration package. The package must be collated and stapled and contains the following items:
  - Cover page that includes vicinity map and name and address of owner and agent
  - Before and After illustrations
    - prepared in black and white
    - includes Planning and Natural Resources Department issued Lot Line Adjustment number
    - prepared in 8 1/2" x 11" format (no larger than 8 1/2" x 14" format)
  - Legal descriptions for all proposed parcels, prepared by licensed land surveyor or qualified registered civil engineer
- ☐ Traverse sheets for all metes and bounds legal descriptions
- ☐ Signed and completed Hazardous Waste Verification Statement (original signature)
- ☐ One (1) copy of a preliminary title report no more than 90 days old
- ☐ Preliminary review fees in the amount of \$624.00 and processing fees in the amount of \$1,598.00. Checks should be made payable to the "County of Kern"