

PRELIMINARY REVIEW CHECKLIST FOR LOT LINE ADJUSTMENT (LLA)

This checklist has been prepared to assist Land Surveyors and Registered Civil Engineers in preparing documents and illustrations for preliminary review submittal. This checklist contains information contained in the Land Division Ordinance and Development Standards, which are utilized by Staff during the preliminary review process.

(SMA – Subdivision Map Act; LDO – Land Division Ordinance; DS – Development Standards)

APPLICATION FORM (18.35.030)

- _____ contains the subdivider's (engineer's client) name, actual address, actual phone # (if subdivider is a corporation then list officers/owners)
- _____ contains the engineer/surveyor's name, address, phone #, contact person
- _____ contains the current property owner's name, address, phone #
- _____ contains the current Assessor's parcel number(s)
- _____ contains current legal description of existing parcel
- _____ contains original signature of agent
- _____ contains original signature(s) of all current property owner(s) or letter(s) of authorization
- _____ form is typewritten or handwriting is legible
- _____ application form is latest version of official legal size form or 8 1/2 x 11 internet form (no fax copies)

CONSISTENCY WITH GENERAL PLAN, ZONING, AND OTHER REQUIREMENTS

- _____ project involves 4 or fewer adjoining legal parcels (SMA 66412(d) & LDO 18.35.020)
- _____ Verify if there are any "fee owned" properties within the boundaries of the illustration (ex: State highways, railroads, etc.) – **See title report legal for exceptions**
- _____ proposed lot sizes are consistent with the General Plan (LDO 18.55.050.G.1) **(FOR GENERAL PLAN DESIGNATIONS WITH A 2.4 CONSTRAINT CODE, SEE SECTION 19.88 (HILLSIDE DEVELOPMENT) OF THE ZONING ORDINANCE)**
- _____ proposed lot sizes are consistent with the applicable Specific Plan (LDO 18.55.050.G.1) **(FOR SPECIFIC PLAN DESIGNATIONS WITH A 2.4 CONSTRAINT CODE, SEE SECTION 19.88 (HILLSIDE DEVELOPMENT) OF THE ZONING ORDINANCE)**
 - _____ all submittal requirements of Specific Plan have been met
 - _____ lot design reflects any unique requirements of the Specific Plan
- _____ existing site zoning is consistent with the General/Specific Plan
- _____ proposed lot sizes meet zoning minimum lot size requirements (LDO 18.55.050.G.2)
- _____ land is under Ag Preserve Contract
 - _____ Prime farm land = 20-acre minimum lot size per zoning (10-acre min. per 66474.4)
 - _____ Non-prime farm land = 40-acre min. lot size (per 66474.4)

- Non-prime farm land, designated 8.2, 8.3, 8.5 = 80-acre min. lot size (Kern County General Plan)
- map is consistent with requirements imposed by the Board of Supervisors on a previous action, such as GPA or zone change, (must read the previous resolution or ordinance to determine if any requirements were imposed)
- This subdivision can be done by lot line adjustment because:
 - It is a change in lot line between up to four existing, adjoining parcels where land taken from one parcel is added to an adjacent parcel - and where a greater number of parcels than originally existed is **not** being created (SMA 66412(d) & LDO 18.35.020)
- Is a Zone Variance/Modification/Conditional Use Permit needed?
 - Setbacks?
 - Lot Size?
 - Density?
 - Land Use?
- Was the parcel legally created?
- If zoning approval is needed, has it been submitted on the correct form?
- Do all the parcels have access? Is it public or private? New or existing and previously approved? Does private access need a variation? (LDO 18.55.030.A.1.h(4)(a))

OTHER REPORTS/STUDIES

- legal description of each proposed parcel, prepared, signed, and dated by a surveyor or engineer licensed to survey in California (LDO 18.35.030.B)
- title report (no older than 90 days) - 1 copy of report (LDO 18.35.030.C)
- Hazardous Waste Verification Statement submitted (LDO 18.35.030.D)
 - signed by applicant
 - is or is not is circled
- written forfeiture of fees if a zone change or other zoning matter must be approved before this map is tentatively approved
- If septic tanks are proposed, then all lots are at least 10,000-square-feet (net) (LDO 18.55.050.G.3)
- If well and septic tank proposed, then lot contains a minimum of 2.5 acres (LDO 18.55.050.G.3)

LLA CONTENTS

- illustration prepared by engineer or surveyor (Last RCE license #33965 (1/1/82)) (LDO 18.35.030.E.1)
- map, plats, descriptions, etc., prepared by engineer or surveyor shall include name and license number (PLS 8761)
- illustration size is 8 1/2 inches by 11 inches (8 1/2 inches by 14 inches maximum) (LDO 18.35.030.E)

- _____ illustration is drawn to sufficient scale (standard engineering scale) (LDO 18.35.030.E)
- _____ illustration shows original parcel lines (LDO 18.35.030.E.1)
- _____ illustration shows gross or net area of each existing parcel (gross for lots $\geq 1/2$ acres, net for lots < 2 1/2 acres; net square feet for lots < 1 acre) (LDO 18.35.030.E.1)
- _____ all lot lines are shown WITH DIMENSIONS (LDO 18.35.030.E.1)
- _____ each proposed parcel contains a number or letter (LDO 18.35.030.E.1)
- _____ illustration shows location and dimension of the following **on-site** items:
 - _____ all existing structures (LDO 18.35.030.E.2)
 - _____ distance between structures (LDO 18.35.030.E.2)
 - _____ illustration contains distances from existing and proposed lot lines to existing structures (LDO 18.35.030.E.2)
 - _____ location of existing and proposed domestic water supplies (LDO 18.35.030.E.5)
 - _____ existing and proposed septic tanks and disposal fields (LDO 18.35.030.E.5)
 - _____ If none of the above exists, then illustration shall be clearly labeled as follows:
I, engineer/surveyor name, HEREBY STATE THAT THERE ARE NO STRUCTURES WITHIN THIS MAP.
- _____ illustration contains the words: THIS MAP IS FOR ILLUSTRATION PURPOSES ONLY (LDO 18.35.030.E.12)
- _____ illustration shows location of all on-site easements (LDO 18.35.030.E.3)
 - _____ all easements listed in the title report are shown on the illustration
 - _____ name of beneficiary, recording info., location, width, purpose, and road number (if applicable) are shown
 - _____ location, width, purpose of proposed easement(s) are shown on illustration
- _____ illustration shows location of existing water courses, drainage channels, drainage structures, and springs (LDO 18.35.030.E.6)
- _____ illustration shows location of high water mark of lake, reservoir, rivers, or streams (LDO 18.35.030.E.7)
- _____ illustration contains a north arrow (LDO 18.35.030.E.10)
- _____ illustration contains a scale (LDO 18.35.030.E.10)
- _____ illustration shows location of any Alquist-Priolo Special Studies Zones (seismic) (if applicable) (LDO 18.35.030.E.11)
- _____ illustration contains a vicinity map (LDO 18.35.030.E.10)
- _____ Lot Line Adjustment number, assigned by Planning and Natural Resources Department, is indicated (LDO 18.35.030.E.8)
- _____ Name and address of the applicant and of the person/firm who prepared the illustration (LDO 18.35.030.E.9)

_____ illustration contains a legal description, including 1/4 section, Section , Township/Range

LOT LINE ADJUSTMENT STREET AND LOT DESIGN

- _____ Specific Plan line or Official Plan line is shown correctly (LDO 18.55.050.B.1.d)
- _____ State highway is shown correctly (LDO 18.55.050.B.1.e)
- _____ new cul-de-sac (dead-end road) length does not exceed 800 feet (for lots larger than 1 acre, see Section 18.55.050.B.1.j.(1) for maximum dead-end road lengths)
- _____ new residential cul-de-sacs have 50-foot radius (DS Plate R-39)
- _____ new commercial and industrial cul-de-sacs have 75-foot radius (LDO 18.55.050.B.1.h)
- _____ new frontage roads are shown as 44-feet, minimum (LDO 18.55.050.B.1.g)
- _____ map complies with road criteria of Fire Department, if within State Response Areas (LDO 18.55.050.B.1.i)
- _____ each existing lot that has frontage on a public street is proposed to have frontage on a public street (New private access requires a Development Variation) (LDO 18.55.050.C.1.a)
- _____ primary means of access to each lot is the abutting street frontage (prove through use of lot use feasibility study, if necessary) (LDO 18.55.050.C.1.b)
- _____ single-family residential parcels (with Type A or B improvements) do not front upon a major or secondary highway except if: (LDO 18.55.050.C.1.i)
 - _____ lots are double-frontage lots where the primary means of access is an abutting local street, and an access control wall prevents access to the major or secondary highway; or
 - _____ a frontage road is provided
- _____ For Type A or B areas: (If proposal does not comply, may need a Development Variation)
 - _____ each interior lot has a minimum width of 55 feet and a minimum depth of 100 feet (LDO 18.55.050.F.1.a);
 - _____ each corner lot has a minimum width of 60 feet and a minimum depth of 100 feet (LDO 18.55.050.F.1.b)
 - _____ each lot fronting on a cul-de-sac or knuckle has a minimum frontage of 30 feet (LDO 18.55.050.F.2)
 - _____ all flag lots comply with the following: (LDO 18.55.050.F.7)
 - _____ panhandle is at least 20 feet wide
 - _____ maximum length of panhandle is 200 feet (> 200 ft if approved by Fire and Planning)
 - _____ gradient of panhandle does not exceed 15%
 - _____ lot use feasibility study has been submitted for all flag lots lot use feasibility study has been submitted for all flag lots (if necessitated by lot size or topography)
 - _____ net area of flag lot is shown, and the net area does not include the area of the panhandle (LDO 18.55.050.G.4)