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 CONTRAINT 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 CONTRAINT 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 ≥ 2 1/2 acres, net for lots < 2 1/2 acres; gross 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)