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COUNTY OF MENDOCINO  
DEPARTMENT OF PLANNING AND BUILDING SERVICES  
501 LOW GAP ROAD, ROOM 1440  
UKIAH, CALIFORNIA 95482

## Boundary Line Adjustment Application

### DEFINITION

A Boundary Line Adjustment is the transfer of property by deed to a respective owner or owners of contiguous property for the purpose of adjusting a boundary line and not for the purpose of creating an additional lot or parcel (Section 17-17.5 of the Mendocino County Division of Land Regulations).

### APPLICATION MATERIAL FOR PROJECTS OUTSIDE THE COASTAL ZONE

1. Five (5) Copies of a Boundary Line Adjustment Application fully completed.
2. Five (5) Copies of the Tentative Map and Location Map (legibly drawn at a workable scale).
3. One (1) signed Indemnification Agreement.
4. Filing fees: Check with planner for appropriate fees. Checks should be made payable to the County of Mendocino.

### APPLICATION MATERIAL FOR PROJECTS WITHIN THE COASTAL ZONE

1. Ten (10) copies of the Boundary Line Adjustment Application fully completed.
2. Ten (10) copies of the Tentative Map and Location Map (legibly drawn at a workable scale).
3. One (1) signed Indemnification Agreement.
4. Ten (10) copies of the "Project Description Questionnaire."
5. Filing fee. Check with a planner for the appropriate fees. Checks should be made payable to the County of Mendocino with the exception of Sonoma State University's fee which should be submitted on a separate check.
6. Proof of the applicant's legal interest in all property subject to the adjustment. Proof can be in the form of a current tax statement, title report, lease agreement or other documents showing legal interest to apply for the permit and comply with all conditions of approval. All holders or owners of any other interest of record in the affected property shall be identified on the application and notified in writing of the permit application by the applicant and invited to join as co-applicant. In addition, prior to the issuance of a Coastal Development Permit, the applicant shall demonstrate the authority to comply with all conditions of approval.
7. Stamped legal-size envelopes addressed to **ALL** owners of property situated within three hundred (300) feet and **ALL** occupants situated within one hundred (100) feet of the property lines of the project site (excluding roads). Return address shall be left blank on the envelopes. A list containing the names, addresses and Assessor's Parcel Numbers of owners/occupants as required above shall be **typed** on the form provided with this application packet. Wherein the applicant is the owner of all properties within three hundred (300) feet of the project site, stamped envelopes shall be provided and addressed to owners of property situated within three hundred feet (300) and all occupants situated within one hundred (100) feet of the applicant's contiguous ownership.
8. Stamped, addressed envelopes and a list of names and addresses on the form provided in the application packet of all other parties known to the applicant to have any interest in the proposed development.
9. One copy of the "Declaration of Posting" form and one copy of the "Notice of Pending Permit" form which was posted for the project.

**PLEASE TAKE NOTE:**

All application material **MUST** be collated into individual application packets.

All maps, plans, etc. (except reproducibles) larger than 8½X 11 inches shall be folded to a maximum size of 8½X 11 inches.

One 8½X 11 inch reproducible site plan shall be submitted with the application.

**ANY APPLICATION NOT MEETING THE ABOVE CRITERIA WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED TO THE APPLICANT.**

**CONTENT OF MAP**

**The Tentative Map shall be legibly drawn at a workable scale and contain the following described information :**

1. Names, mailing addresses and telephone numbers of all owners and person preparing the map.
2. Date map was prepared, north arrow and scale.
3. A red border on the map to indicate the boundaries of land to be transferred.
4. Approximate location, width, name, and status as public or private of all existing and proposed streets/easements lying within and adjacent to both ownerships.
5. The outline of any existing building to remain in place and their approximate locations in relation to existing and proposed boundaries.
6. The approximate locations of areas subject to inundation; the approximate locations of existing or proposed lakes, ponds, springs, or reservoirs; and the locations, width, and direction of flow of all significant water courses or culverts.
7. The approximate location of property line fences, wells, septic or sewer systems, culverts, drain pipes, underground structure, overhead hazards within the area of the land to be transferred two hundred (200) feet adjacent thereto.
8. The Assessor's Parcel Numbers of all property involved in the adjustment and the Assessor's Parcel Numbers of any property under the same ownership which is contiguous to the property being adjusted.
9. A site sketch showing the location of the affected properties in relation to the surrounding area, towns, highways, and Township, Range and Section.

**ACTION ON THE BOUNDARY LINE ADJUSTMENT**

The Tentative Map shall be reviewed by the Subdivision Committee, which may approve the boundary line adjustment proposed therein subject to whatever conditions it deems reasonable, including requirements to insure that the adjustment shall not have the effect of creating a new lot or parcels. A Boundary Line Adjustment shall not be deemed approved by the Committee until the chairman has certified in writing that all the conditions of approval have been satisfied. **Within two years** after approval, the owner(s) shall cause a deed(s) to be recorded which shall cause the boundary lines to be adjusted as approved.

## **ADDITIONAL ACTION ON BOUNDARY LINE ADJUSTMENTS LOCATED WITHIN THE COASTAL ZONE**

The Boundary Line Adjustment will be scheduled for review by the Subdivision Committee as noted above. In addition, a public hearing will be conducted by the Coastal Permit Administrator to consider the issuance of the coastal development permit for the boundary line adjustment. Generally, the Subdivision Committee meeting and Coastal Permit Administrator hearing will be scheduled for the same day.

You will be notified by mail of the time and place that your application will be considered by the Subdivision Committee and Coastal Permit Administrator. Additionally, a staff report will be prepared for projects located within the coastal zone and a copy will be sent to you. You must be represented at these meetings.

For projects located within the coastal zone, owners and occupants of adjoining property will be notified of the proposal. At the public hearing, members of the public will have the opportunity to express positive or negative comments regarding your application.

## **APPEALS**

The Subdivision Committee's action for projects that are not located within the coastal zone are appealable to the Planning Commission. An appeal must be filed within 10 days of the Subdivision Committee's action, accompanied by a fee, with the Department of Planning and Building Services. Projects located within the coastal zone are appealable to the Board of Supervisors. An appeal must be filed within 10 days of the Subdivision Committee and Coastal Permit Administrator's action, accompanied by a fee, with the Clerk of the Board's office. An approved project located within the coastal zone may also be appealable to the California Coastal Commission within 10 working days of the Coastal Commission's receipt of notice of final action by the County of Mendocino. An additional set of envelopes will be required for projects located within the coastal zone. You will be notified by mail of the time and place that your appeal will be considered.

## **APPLICATION PROCESS**

1. Application, Map and Fee submitted and deemed complete by the Department of Planning and Building Services.
2. Application reviewed by Staff Project Coordinator and then scheduled for Subdivision Committee hearing and Coastal Permit Administrator hearing if the project is located within the coastal zone. Owner/Applicant/Agent receives agenda approximately one week prior to hearing. A staff report and public notice will also be mailed to the Owner/Applicant/Agent if the project is located within the coastal zone.
3. Hearings. A Subdivision Committee meeting will be scheduled. A Coastal Permit Administrator hearing will also be scheduled for projects located within the coastal zone. These meetings are open to the public. The Owner/Applicant/Agent should attend in case any questions arise.
4. Approximately one week after the hearing, a letter will be sent to the Owner/Applicant/Agent with the decision of the Subdivision Committee. For projects located in the coastal zone, notice of final action by the County will be sent to the Owner/Applicant/Agent after the 10 day appeal period has expired. If approved, a list of conditions will be included.
5. Appeals. If appealed, the application will be scheduled for a hearing before the Planning Commission or Board of Supervisors in the case of projects located within the coastal zone.
6. After all conditions of the application have been complied with, and approved by the Department of Planning and Building Services, a Completion Certificate will be issued to the Owner/Applicant/Agent by the County. No application is deemed complete without this Certificate.

COUNTY OF MENDOCINO  
 DEPT OF PLANNING & BUILDING SERVICES  
 501 Low Gap Road, Room 1440  
 Ukiah, CA 95482  
 Telephone: 707-463-4281

Case No(s) \_\_\_\_\_  
 Date Filed \_\_\_\_\_  
 Fee \$ \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
 Received By \_\_\_\_\_

Office Use Only

**BOUNDARY LINE ADJUSTMENT  
 APPLICATION FORM**

Name of Applicant	Name of Owner(s)	Name of Agent

Mailing Address	Mailing Address	Mailing Address

Telephone Number	Telephone Number	Telephone Number

Assessor's Parcel Number(s)	Parcel Owner(s)	Street Address	Acreage Adjusted	
			Before	After

**Briefly describe the proposed parcel adjustments: (Acreage to be adjusted from Assessor's Parcel Number into Assessor's Parcel Number, etc.):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I certify that the information submitted with this application is true and accurate:**

\_\_\_\_\_  
 Signature of Applicant/Agent      Date      Signature of Owner      Date

## **INDEMNIFICATION AND HOLD HARMLESS**

ORDINANCE NO. 3780, adopted by the Board of Supervisors on June 4, 1991, requires applicants for discretionary land use approvals, to sign the following Indemnification Agreement. Failure to sign this agreement will result in the application being considered incomplete and withheld from further processing.

### **INDEMNIFICATION AGREEMENT**

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the County of Mendocino, its agents, officers, attorneys, employees, boards and commissions, as more particularly set forth in Mendocino County Code Section 1.04.120, from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or adoption of the environmental document which accompanies it. The indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the County, its agents, officers, attorneys, employees, boards and commissions.

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

\_\_\_\_\_  
Applicant

**PROJECT DESCRIPTION QUESTIONNAIRE  
FOR BOUNDARY LINE ADJUSTMENTS  
LOCATED IN THE COASTAL ZONE**

The purpose of this questionnaire is to provide additional information related to the Coastal Zone concerning your application to the Department of Planning and Building Services and other agencies who will be reviewing your project proposal. Please remember that the clearer the picture that you give us of your project and the site, the easier it will be to promptly process your application. Please answer all questions.

**PRESENT USE OF PROPERTY**

1. Are there existing structures on the property?  Yes  No  
If yes, describe below, and identify the use of each structure on the map to be submitted with your application.

2. Will any existing structures be demolished?  Yes  No  
Will any existing structures be removed?  Yes  No  
If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable?

3. Lot area (within property lines): \_\_\_\_\_  square feet  acres.

4. Lot Coverage:

<u>LOT 1</u>	Existing	Proposed after Adjustment
Building Coverage	_____ sq ft	_____ sq ft
Paved Area	_____ sq ft	_____ sq ft
Landscaped Area	_____ sq ft	_____ sq ft
Unimproved Area	_____ sq ft	_____ sq ft
TOTAL:	_____ sq ft	_____ sq ft

<u>LOT 2</u>	Existing	Proposed after Adjustment
Building Coverage	_____ sq ft	_____ sq ft
Paved Area	_____ sq ft	_____ sq ft
Landscaped Area	_____ sq ft	_____ sq ft
Unimproved Area	_____ sq ft	_____ sq ft
TOTAL:	_____ sq ft	_____ sq ft

(If more than two lots are being adjusted, submit the above information for each additional lot on an attached sheet.)

5. Parking will be provided as follows:

LOT 1	Existing Spaces _____	Proposed Spaces _____
LOT 2	Existing Spaces _____	Proposed Spaces _____

(If more than two lots are being adjusted, submit the above information for each additional lot on an attached sheet.)

6. Is any grading or road construction planned?  Yes  No  
 If yes, grading and drainage plans may be required. Also, describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.):

For grading or road construction, complete the following:

- (A) Amount of cut: \_\_\_\_\_ cubic yards
- (B) Amount of fill: \_\_\_\_\_ cubic yards
- (C) Maximum height of fill slope: \_\_\_\_\_ feet
- (D) Maximum height of cut slope: \_\_\_\_\_ feet
- (E) Amount of import or export: \_\_\_\_\_ cubic yards
- (F) Location of borrow or disposal site: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Will the proposed development convert land currently or previously used for agriculture to another use? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many acres will be converted? _____ acres. (An agricultural economic feasibility study may be required.)	
8. Will the alteration of parcel boundaries create any new building sites which are visible from State Highway 1 or other scenic route? <input type="checkbox"/> Yes <input type="checkbox"/> No	9. Will the alteration of parcel boundaries create any new building sites which are visible from a park, beach or other recreational area? <input type="checkbox"/> Yes <input type="checkbox"/> No

If you need more room to answer any question, please attach additional sheets.

COMPLETE FOR PROJECTS  
LOCATED IN THE  
COASTAL ZONE ONLY

DECLARATION OF POSTING

At the time the application is submitted for filing, the applicant must **Post**, at a conspicuous place, easily read by the public and as close as possible to the site of the proposed development, notice that an application for the proposed development has been submitted. Such notice shall contain a general description of the nature of the proposed development and shall be on the standard form provided in the application packet. If the applicant fails to post the completed notice form and sign the **Declaration of Posting**, the Department of Planning and Building Services cannot process the application.

As **Proof of Posting**, please sign and date this Declaration of Posting form when the site is posted; it serves as proof of posting. It should be returned to the Department of Planning and Building Services with the application.

Pursuant to the requirements of Section 20.532.025(H) of the Mendocino County Code, I hereby certify that on \_\_\_\_\_ (date of posting), I or my authorized representative posted the "NOTICE OF PENDING PERMIT" for application to obtain a Coastal Development Permit for the development of:

\_\_\_\_\_  
\_\_\_\_\_  
(Description of development)

Located at:

\_\_\_\_\_  
\_\_\_\_\_  
(Address of development and Assessor's Parcel Number)

The public notice was posted at:

\_\_\_\_\_  
\_\_\_\_\_  
(A conspicuous place, easily seen by the public and as close as possible to the site of proposed development)

\_\_\_\_\_  
Owner/Authorized Representative

\_\_\_\_\_  
Date

(A copy of the notice which was posted shall be attached to this form).

**NOTE:** YOUR APPLICATION CANNOT BE PROCESSED UNTIL THIS "DECLARATION OF POSTING" IS SIGNED AND RETURNED TO PLANNING AND BUILDING SERVICES.

COMPLETE FOR PROJECTS  
LOCATED IN THE  
COASTAL ZONE ONLY

# NOTICE OF PENDING PERMIT

**A COASTAL PERMIT APPLICATION FOR DEVELOPMENT ON THIS SITE  
IS PENDING BEFORE THE COUNTY OF MENDOCINO:**

**PROPOSED DEVELOPMENT :** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT :** \_\_\_\_\_  
\_\_\_\_\_

**ASSESSOR'S PARCEL NUMBER(S):** \_\_\_\_\_  
\_\_\_\_\_

**DATE NOTICE POSTED:** \_\_\_\_\_

**FOR FURTHER INFORMATION, PLEASE TELEPHONE OR WRITE TO:**

COUNTY OF MENDOCINO  
PLANNING & BUILDING SERVICES  
501 LOW GAP ROAD, ROOM 1440  
UKIAH CA 95482  
707-463-4281  
HOURS: 8:00 - 5:00

# COASTAL ZONE DEVELOPMENT

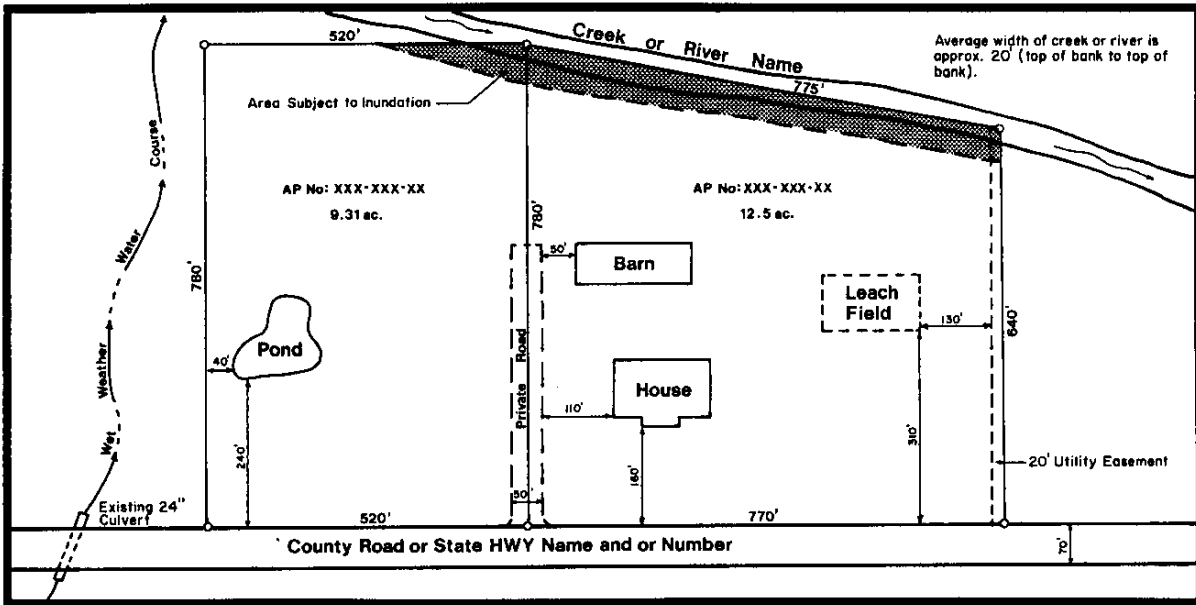
COMPLETE FOR PROJECTS LOCATED IN THE COASTAL ZONE ONLY

List all property owners within 300 feet, and occupants within 100 feet along with the corresponding Assessor's Parcel Number for each owner/occupant. **This form must be typed.**

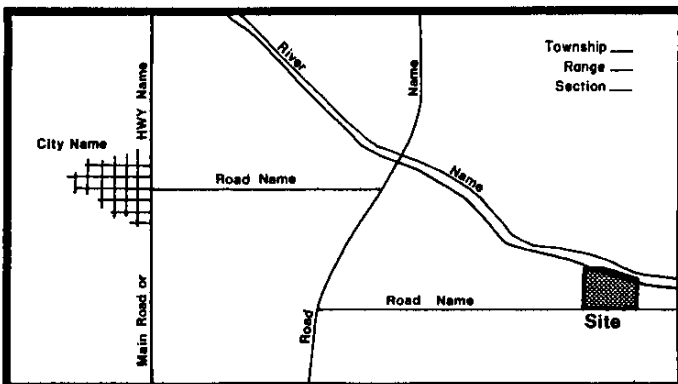
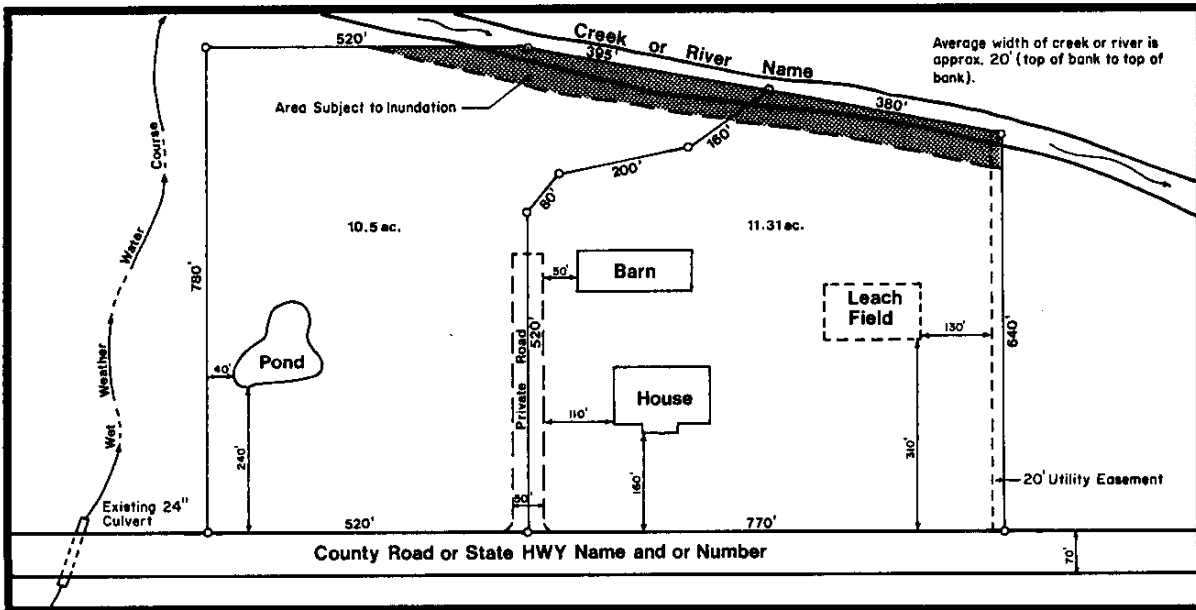
<b>AP# 000-000-00</b> <b>LASTNAME, FIRSTNAME</b> <b>STREET ADDRESS</b> <b>CITY, STATE ZIP</b>		

# SAMPLE: Boundary Line Adjustment Map

## Existing Parcel Configuration



## Proposed Parcel Configuration



Location - Not to Scale



0 200 ft. Scale

- Note: 1. The boundaries of land to be transferred are to be marked in red.
- 2. The map and its elements (excluding the location map) must be drawn to the scale shown on the particular map.
- 3. Actual image size of your map may be larger than this example. However the minimum sheet size is 8.5" x 11".
- 4. Refer to the application form for specific map content requirements.

Owners: Name  
Address  
Phone No.

Map Prepared by: Name  
Address  
Phone No.

Map prepared on August 26, 1992