



Lot Line Adjustment/Lot Merger
Application
City of American Canyon
Community Development Department
 4381 Broadway, Suite 201
 American Canyon, CA 94503

For Office Use Only: Date Received: _____ By: _____ Case Numbers: _____ _____ Approved: _____
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Lot Line Adjustment / Merger Application *please print or type*

Reason/Purpose for Lot Line Adjustment	
Parcel 1	Parcel 2
APN	APN
Tract/Lot No.	Tract/Lot No.
Address	Address
Property Owner	Property Owner
Address	Address
City/State/Zip	City/State/Zip
Phone No.	Phone No.
Parcel 3	Parcel 4
APN	APN
Tract/Lot No.	Tract/Lot No.
Address	Address
Property Owner	Property Owner
Address	Address
City/State/Zip	City/State/Zip
Phone No.	Phone No.

Applicant	_____	Engineer/Surveyor	_____
Contact	_____	Contact	_____
Mailing address	_____	Mailing Address	_____
City, state, zip	_____	City, state, zip	_____
Telephone no.	_____	Telephone no.	_____
Fax number	_____	Fax number	_____
E-mail	_____	E-mail	_____
Business License #	_____	Business License #	_____
		Eng/Survey License	_____

Affidavits of Ownership

I hereby certify that I am the record owner of the indicated parcel proposed for adjustment by this application, or have the lawful Power of Attorney therefore, and consent to the lot line adjustment/merger as described herein. **All signatures must be notarized. Please attach the notary forms.**

If signing with Power of Attorney, a copy of the document giving you Power of Attorney must be attached to this application. If there are additional property owners, please attach a separate sheet to provide the information below.

Parcel 1 Owner(s)	Date(s)
Parcel 2 Owner(s)	Date(s)
Parcel 3 Owner(s)	Date(s)
Parcel 4 Owner(s)	Date(s)

Indemnification Agreement

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of American Canyon, its agents, officers, councilmembers, employees, boards, and commissions 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 any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval.

This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, councilmembers, employees, boards, and commissions.

If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of American Canyon shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorneys’ fees incurred by the City Attorney or the City’s outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree with all of the above.

Applicant’s printed name

Applicant’s signature

Date

Application for Lot Line Adjustment / Lot Merger

General Information

A lot line adjustment or merger of lots may be approved by the City if the following conditions are met:

1. The adjustment or merger involves no more than four contiguous parcels.
2. No new parcels will be created.
3. None of the resultant parcels will be reduced below the minimum standards for the zoning district in which they are located and no non-conformities will be created.
4. In the case of a lot merger, all parcels involved are under identical legal ownership.
5. If the adjustment/merger is within a city assessment district and the parcel(s) has an unpaid assessment, the unpaid assessment will be apportioned (distributed proportionately) to the new adjusted/merged parcel(s).

Submittal Checklist

The following items are required to be submitted electronically, with files in PDF.

- ___ Completed application form.
- ___ Narrative describing the proposal.
- ___ Filing fee, as established by City Council resolution.
- ___ Napa County Assessor's page(s) showing lots to be adjusted/merged outlined in red.
- ___ An 8½" x 11" map, drawn to an appropriate engineering scale, with scale and north arrow, dated, titled, and prepared, stamped and signed by a licensed land surveyor or civil engineer authorized to practice land surveying pursuant to the Professional Land Surveyor's Act, depicting:
 - The number of each parcel, corresponding with the parcel information on the application form
 - Dimensions of the existing and proposed parcel boundaries, with existing boundaries shown as dashed lines and proposed boundaries shown as solid lines
 - Tract and lot number of each parcel
 - Address and assessor's parcel number of each parcel
 - Calculated area of each parcel as adjusted, to the nearest one-tenth of a square foot. Lot areas shall be given in square feet if they are less than one acre.
 - Locations, width and purpose of all structures, easements, rights-of-way, parking lots, driveways, public streets, services, utilities, water and sewer facilities, and drainage facilities and their setbacks/distances from the proposed boundaries
 - Extent of 100-year floodplain, if applicable
 - Name, registration number, seal, and signature of the engineer or surveyor who prepared the legal description and map
 - North arrow (north should be at the top of the sheet)
 - Any additional information required by the City Engineer

- _____ A clear and accurate supplementary map showing the lots as they will exist after the lot line adjustment, prepared by the same licensed land surveyor or civil engineer, including:
 - Locations of water wells or water services, septic tanks, drain or leech fields and expansion areas, or sewer services.
 - Contour lines shown at no more than 10-foot intervals.
 - Locations of areas subject to flood or inundation by a 100-year flood.
 - The location of driveways and/or access/egress improvements.
 - Any additional information required by the City Engineer.
- _____ The legal description for each of the parcels involved, including the metes and bounds (lengths and bearings of boundary lines) of the parcels as adjusted or as merged, prepared, stamped and signed by the same licensed land surveyor or civil engineer.
- _____ The closure calculations for each resultant parcel, prepared, stamped and signed by the same licensed land surveyor or civil engineer.
- _____ A title report for each parcel involved, dated within 30 days.
- _____ The recorded grant deed for each parcel involved.
- _____ The draft grant deeds to consummate the lot line adjustment/merger.

Application Review

Upon acceptance of a fully-completed application, the Community Development Department will review the application for conformance to city codes. Submittal of any application does not imply acceptance or approval. Staff will review the application and materials, which will be deemed complete and accepted only if all required items have been included. The City Engineering Division review will be performed by the City's On-call Engineering firm for a cost-recoverable fee to be charged to the Applicant, with the estimated cost to be deposited with the City Engineering Division prior to review occurring.

Following completion of necessary reviews, a letter will be prepared and signed by the Community Development Director. If approved, the approval letter will be sent to the applicant with copies to the Title Company and the Napa County Assessor notifying all parties that the application is approved, contingent on the receipt of documents identified below.

Where development is taking place on lots involved in a lot line adjustment or merger, applicants and/or property owners are strongly urged not to execute or record any deed for the sale of any parcel until after the application is officially approved by the City.

Approval Follow-Up

Following the approval of a lot line adjustment or merger by the City of American Canyon, the involved property owners must take the following actions to complete the process:

- Submit to the City of American Canyon copies of certificates from the Napa County Tax Collector and Redemption Officer that certify there are no liens for unpaid state, county, municipal or local taxes or special assessments collected as taxes against any part of the parcels involved in the lot line adjustment or merger.
- Pay the Napa County recording fee and provide a receipt of payment to the City of American Canyon.

After these items are provided to the City, the City will inform the County Clerk's office that the LLA is approved and may be recorded. The applicant will then record/execute the grant deed(s) and submit two recorded copies to the City of American Canyon Community Development Department.