



**Town of Paradise**  
Public Works Department  
5555 Skyway  
Paradise, CA 95969  
(530) 872-6291

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## **TOWN OF PARADISE APPLICATION FOR LOT LINE ADJUSTMENT**

### **APPLICANT'S GUIDE TO PROCEDURES**

- **Introduction:**

A lot line adjustment (LLA) is required to adjust or modify a common, shared property line boundary between contiguous parcels of land.

- **Estimated Processing Time by the Town:**

Processing time from the date of LLA application submittal to the issuance of a letter from the Town Engineer either approving or denying the proposed application is usually four to six weeks. The applicant's engineer or surveyor is responsible for preparing a lot line adjustment plat map and new legal descriptions for the resultant parcels. The project engineer or surveyor will submit the plat and legal descriptions to the Town Engineer for checking as to form, content, and accuracy. The turnaround time for checking and approval of the plat and legal description by the Town Engineer is approximately two weeks but may vary depending on the number of applications being processed. After the LLA plat map and new legal descriptions have been reviewed and approved, the Town Engineer issues a "conditional approval of the LLA application."

- **Application Requirements & Procedure:**

To avoid delays in processing the application, the following listed information must be submitted with all applications. Applications will be deemed incomplete and not processed unless all application information requirements are met.

1. A completed lot line adjustment application form along with the appropriate application fee, payable by cash, credit card, or check made payable to the Town of Paradise. Processing time over seven hours will be on a per hour rate basis. NOTE: All property owners of record for each affected parcel must sign the application form.
2. A current preliminary title report (Within 6 months) for the parcels involved in the lot line adjustment; include all supporting documents referenced in the title report and showing current owner.
3. Submit copies of the deeds that originally created the affected parcels, and copies of the current owners vesting deeds.
4. Submit five (5) copies of a tentative plat map of the proposed lot line adjustment including the following items:



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- a. Show the proposed configuration of the parcels after the modification action with a bold solid line and call out the new property line location. Show a dotted line for those currently existing property line(s) that will be eliminated by the LLA action and denote the dotted line as the old property or lot line location.
  - b. List names of the property owners of record on the title block area of the tentative plat map. Also place the last names of the owners on the respective parcels on the map.
  - c. Show the assessor's parcel numbers on the respective parcels.
  - d. List the "existing" acreage of the subject parcels and list the proposed "new" acreage of the resultant parcels on the face of the map.
  - e. Show a North arrow, scale of drawing (ex. 1" =40') and list the name of the person or surveyor preparing the tentative plat map.
  - f. Show all dimensions of the existing and proposed property lines. Also tie the property boundaries to an existing section corner or accepted fractional section corner, unless in a recorded subdivision or parcel map.
  - g. Location and outline of any existing structures, septic tanks, and leach fields on the affected parcels. Identify the structures by type and designate if the structure is to be removed. Any structures on the parcels adjacent to the LLA action should be accurately shown particularly when in the immediate area of the lot line adjustment.
  - h. Show all easements of record that affect the properties of the lot line adjustment action.
5. Exchange legal description (if applicable) and resultant legal descriptions for each resultant parcel.
  6. Plan map cover sheet with statements and AP#s with ownership names.
  7. Tentative plat maps for the LLA action can be drawn on 18"x26" paper and reproduced as blue line copies, OR the final "exhibit plat" drawn by a licensed land surveyor can be substituted for the proposed map if all the information required can be shown on the exhibit plat. Final exhibit plats shall be 8-1/2"x11" dimensions.
  8. After the new legal descriptions and the exhibit plat have been checked, approved by the engineering division, and signed by the Town Engineer, they will be recorded by the Town with the Butte County Recorder. The new legal descriptions and plat must be recorded within ONE (1) year of the date of the "conditional approval by the Town Engineer." If not, the Town Engineer's approval becomes void and a new LLA application must be submitted to the town for processing. **IMPORTANT NOTE: IF PROPERTY IS CURRENTLY ENCUMBERED BY A DEED OF TRUST, IT IS HIGHLY RECOMMENDED THAT APPLICANT CONTACT THEIR LENDER REGARDING THE NEW LOT LINE ADJUSTMENT. A PARTIAL RECONVEYANCE MAY BE REQUIRED.**
  9. The following note shall be placed on any deed to affect the Town of Paradise approved lot line adjustment:



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### Deed Note

(To be placed on all resultant new deeds to effect lot line adjustment)

"The purpose of this deed is to effect a lot line adjustment as approved by the Town of Paradise on \_\_\_\_\_."

*The above described lands are to be combined with and become a part of those lands as described in the deed to \_\_\_\_\_ as filed for record in Butte County Official Records at (Serial number \_\_\_\_\_,) (Book \_\_\_\_\_ Page \_\_\_\_\_). No additional lots or parcels are created hereby. The scope of review of said lot line adjustment was limited as specified in Government Code Section 66412 (d), and approval of it does not constitute assurance that future applications for building permits or other land use entitlements on the modified lots or parcels will be approved by the Town of Paradise. "*



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### **Lot Line Adjustments "Tax Statement" Procedure**

Upon Receipt of approval letter by the Town of Paradise, Town Engineer the following steps would apply:

1. Applicants engineer/ surveyor submits copy of the plat map along with a tax deposit request form to the Butte County Tax Assessor's office. Their address is: 25 County Center Drive, Oroville, CA 95965. Telephone (530)-538-7738
2. Their office has up to five (5) working days to review and forward to the tax appraiser's office.
3. The tax appraiser then calculates the assessed valuation (review time not specified) and forwards it to the tax collector's office.
4. Once the amount of tax is calculated, the applicant must pay the tax (both current and one year in advance). This applies to all parcels involved in the Lot Line Adjustment. Upon payment of the taxes, a tax statement will be provided to the applicant showing that taxes have been paid.
5. The applicant then needs to submit the original wet signed Tax Statement to the Town of Paradise. The town will then proceed with recording the Lot Line Adjustment once the appropriate deeds have been prepared, submitted, and reviewed.
6. *Consult with the Town Engineer and Town Surveyor for additional questions about the Tax Statement process, exceptions, and details.*



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### **Lot Line Adjustment Application Checklist**

- Completed lot line adjustment application.
- Lot Line adjustment application fees \$1129.55
- All Property owners of record signature on application form
- Current preliminary title report (Within 6 months) and all supporting documents showing current property owner.
- Deeds of creation (Unless Created by a map of record)
- Copies of THE DEED THAT ORIGINALLY CREATED THE AFFECT PARCELS, and copies of the current owners' vesting deeds.
- 1 copy of the proposed LLA plat map.
- 1 copy of the tentative plan map of the proposed lot line adjustment, including all items listed in #4 a-h of the application procedures.
- Resultant as well as exchange legal description(s)
- Proposed configuration of the parcels after the modification action with a bold solid line and call out the new property line location. Show a dotted line for those currently existing property line(s) that will be eliminated by the LLA action and denote the dotted line as the old property or lot line location.
- Names of all owners of record on the title block area of the plat map. Also place the last name of owners and assessor parcel numbers on the respective parcels on the plat map.
- A North arrow, scale of drawing indicated and list the name of the person or surveyor preparing the tentative plat map.
- Show all dimensions of the existing and proposed property lines.
- Show the assessor's parcel numbers on the respective parcels.
- List the "existing" acreage of the subject parcels and list the proposed "new" acreage of the resultant parcels on the face of the plat map.
- Location and outline of any existing structures on the affected parcels. Identify the structures by type and designate if the structure is to be removed. Any structures on the parcels adjacent to the LLA action should be accurately shown particularly when in the immediate area of the boundary line modifications.
- Show all easement of record that affect the properties of the lot line adjustment action.
- New exchange legal description (if applicable) and resultant legal descriptions for each resultant parcel, prepared, stamped and signed by a licensed land surveyor.
- Closure calculations

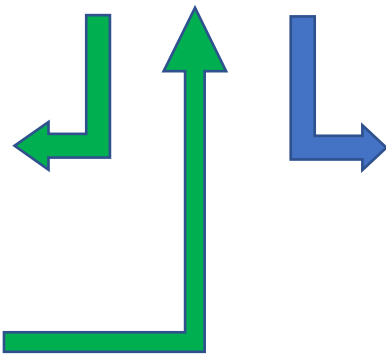
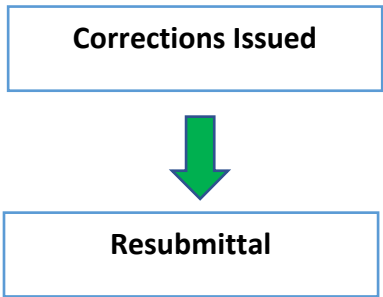


# Lot Line Adjustment Process

## Application Submittal

- Proposed Legal Descriptions (Resultant & Transfer)
- LLA Plat (8 ½ x 11)
- Completed application
- Fees
- Title reports for each parcel (within 6 months)
- Creation deeds
- Vesting deeds
- Closure Calculations

## LLA Plan Check



**LLA Conditional Approval Letter**  
(valid for 1 year)

**Applicant submits LLA exhibits to title company to prepare deeds/ reconveyances, prelim change of ownership (PCO) form**

**Applicant to secure a statement of taxes (current & estimated) from Butte County Assessor & Tax collectors office (noted on application information)**

**Applicant to resubmit final LLA exhibits, deeds, PCO, statement of taxes, and a blank check made payable to "Butte County Recorder", to Town of Paradise Engineering Division**

**Once recorded, by Town staff, a conformed (stamped) copy will be forwarded to the applicant**

