



# PLANNING APPLICATION

TYPE OR PRINT CLEARLY

**MAKE CHECKS PAYABLE TO CITY OF REDDING**

**REDDING**  
CALIFORNIA  
City of Redding  
777 Cypress Avenue  
Redding CA 96001  
Telephone:  
(530) 225-4020  
FAX: (530) 225-4495

Applicant	Mailing Address	Day Phone (    )
	City <span style="float: right;">Zip Code</span>	Fax Phone (    )
	E-Mail Address:	
Representative (if any)	Mailing Address	Day Phone (    )
	City <span style="float: right;">Zip Code</span>	Fax Phone (    )
	E-Mail Address:	
Property Owner	Mailing Address	Day Phone (    )
	City <span style="float: right;">Zip Code</span>	Fax Phone (    )
	E-Mail Address:	

Correspondence to be sent to:     Applicant                       Representative                       Owner

Project Address			Assessor's Parcel No.
Existing Land Use	Site Acreage	Zoning	General Plan
Type of Application and Description of Proposed Project (attach sheets if necessary)			

<p><b>Applicant/Representative:</b> <i>I have reviewed this application and the attached material. The provided information is accurate.</i></p> <p>Signed _____ Date _____</p>	<p><b>Property Owner/Authorized Agent:</b> <i>I have read this application and consent to its filing.</i></p> <p>Signed _____ Date _____</p>
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FOR OFFICE USE ONLY		
Application Number(s)	Date Application Received	Application Received By
Prior Applications at this Site	GIS Number(s)	Address Atlas Page Number
Fees Received	Environmental Review Required <input type="checkbox"/> Yes <input type="checkbox"/> No-Categorical Exemption	Site in 100-Year Floodplain <input type="checkbox"/> Yes (MW and/or FEMA) <input type="checkbox"/> No
Staff Assigned	Date Staff Assigned	Date Application Certified Complete



# PROPERTY LINE ADJUSTMENT



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## PURPOSE

The State Subdivision Map Act limits local government agencies' review and approval of Property Line Adjustments to a determination of whether or not the parcels resulting from the Property Line Adjustment will conform to local zoning and building ordinances. A Property Line Adjustment is defined as an adjustment between two or more existing adjacent parcels, where the land taken from one parcel is added to an adjacent parcel and where a greater number of parcels than originally existed is not thereby created. Local agencies may not impose conditions or exactions on the approval of a Property Line Adjustment except to conform to local zoning and building ordinances or to facilitate the relocation of existing utilities, infrastructure, or easements. Property Line Adjustments involving five (5) or more parcels require preparation of, and application for, a Tentative Parcel Map. See the handout for Parcel Maps for an explanation of the Parcel Map process and requirements.

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## PROCESS

### Step 1 - Preapplication Discussion with Staff

You should review the proposal with Planning and Engineering Division staff prior to the submission of the formal application. This will allow staff to advise you on conformity with the General Plan, Zoning Ordinance, Uniform Building Code, and engineering requirements. Usually, this first step is the most important step and helps a project move faster through the process.

### Step 2 – Filing of Application

To file an application, you will need to submit a completed Planning Application Form, along with an application fee for both Planning and Engineering fees as established by the City Council; a map exhibit providing the information delineated on the back of this sheet; and a preliminary title report (current within 45 days of application) for all parcels involved. Property history to verify legal creation may be required, where deemed necessary, by the Planning Division. If the property is located within an assessment district, **additional fees may be required**. An application to apportion the assessment shall be filed with the Property Line Adjustment request. The Planning Application Form **must** be signed by the property owners of all affected parcels.

### Step 3 – Review of Application by Staff

If the application is accurate and complete, City staff will review your proposal to determine its compliance with City Zoning and Building Codes (for example, parcel size and shape and building setbacks). A public hearing is **not** required. You will be notified by mail as to your proposal's compliance with local requirements. Conditions will not be imposed on the approval of a Property Line Adjustment except as necessary to facilitate recording and the relocation of existing overhead or underground utilities or easements or to bring the proposal into conformance with City Zoning and Building Codes.

### Step 4 – Recording the Map

Following approval by Planning staff, the Property Line Adjustment and transfer of title are accomplished by the property owner(s) submitting grant deeds reflecting the revised lot boundaries and an 8½-inch by 11-inch map exhibit prepared by a licensed surveyor or professional engineer to the Engineering Division. **IN ADDITION, NECESSARY RECORDING FEES SHALL ACCOMPANY DOCUMENTS WHEN THEY ARE DELIVERED TO THE COUNTY RECORDER'S OFFICE.** You may also choose to submit a parcel map or record of survey done by a licensed land surveyor or a civil engineer licensed by the State of California, which must be in a form acceptable for recording. The property owner(s) must also provide documentation of lending approval for any necessary modification of trust deeds affecting the subject properties.

## ESTIMATED TIME REQUIREMENTS

The actual time for the processing of a Property Line Adjustment will vary depending on the complexity of the proposal, but generally reviews by Planning staff require one week. It cannot be overemphasized that the burden for meeting the one-week time frame rests largely on you. With a **complete and accurate** application, a one-week time frame is possible. Plan check of maps and deeds and recording by the Engineering Division may require an additional two weeks once the additional information is submitted to the Engineering Division.

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## APPLICATION SUBMITTAL REQUIREMENTS

1. Completed application form and application fee for both the Planning Application and the Engineering Division's map check (see current fee schedules).
2. Preliminary title report (current within 45 days of application) for all parcels involved in the adjustment.
3. Documentation of lot creation (if required by the Planning Division).
4. A copy of an application to the Engineering Division to apportion the assessment if the property is in an assessment district.
5. A detailed 8½-inch by 11-inch map drawn to scale using an Engineer's scale. The following information must be provided on the map:
  - Street addresses
  - Assessor's parcel number
  - Existing property lines and dimensions
  - Proposed property lines and dimensions
  - Existing lot areas
  - Proposed lot areas
  - Location of all structures and the distances from the structures to existing and proposed property lines
  - Location of all utility service lines
  - Location of septic disposal systems and wells
  - 100-year floodplain of any adjacent watercourse
  - Off-street parking areas and driveways
  - Title block
  - North arrow
  - Date

