

## LOT LINE ADJUSTMENT APPLICATION AND INSTRUCTIONS

This application package is to be **submitted in person** at the Community Development Department public counter, located at 2100 E. Thousand Oaks Boulevard, Thousand Oaks, California, 91362. Please call (805) 449-2323 for hours of operation.

**IMPORTANT:** Please follow the application submittal instructions detailed below. Failure to complete the application material as required may result in your package being rejected at time of submittal.

Additionally, once your application is filed, the City has 30 days to review all submitted items to determine if it is complete for processing. If it is not deemed complete for processing, you will be notified in writing of the missing information. You must resubmit the additional items, which triggers another 30-day review period.

1. **Application:** The application shall be typed or printed legibly, in blue or black ink, with all requested information provided. The application must be submitted with an original wet signature before your application will be deemed complete for processing.
2. **Filing Fee:** The Thousand Oaks Municipal Code requires that a fee be paid at the time of filing to cover the costs incurred in processing the application. Refer to the City's Fee Schedule or contact the Community Development to determine the current filing fee.
3. **Document to Provide at Submittal:** Submit one copy of each document listed below:
  - a. Deed of Ownership
  - b. Title Report
  - c. Assessors' Parcel Map depicting the subject lots
4. **Plans:** Submit each plan listed below in bound sets as follows: 5 sets of plans (two bound/stapled rolled sets in 36" x 48" size, three bound/stapled sets in 11" x 17" size). (The City reserves the right to request more copies of plans in order to efficiently process your application package.)

### Information Required on Exhibits

- a. A map of the land drawn at a minimum of 1":100' scale indicating ALL property dimensions, lot area and pad elevations of each existing and proposed lot.
- b. The present and proposed method of storm water disposal.

- c. Locations of existing structures and/or other improvements; distances of structures/improvements to proposed property lines; and, proposed disposition.
- d. Existing contours with intervals as follows:
  - i. one foot when slope is less than 5%
  - ii. two feet when slope is 5% - 10%
  - iii. five feet when slope is 10% - 25%
  - iv. ten feet when slope exceeds 25%
- e. Oak trees and other mature vegetation.
- f. Vicinity map and north arrow; north shall be to top of map.
- g. Such information as may be required by the City to determine compliance of your request with the Thousand Oaks Municipal Code.

All plans shall provide the Title Block in the lower right-hand corner as well as a North Arrow. ***Only plans collated into sets will be accepted.***

- 5. **Electronic Files:** Submit a CD containing a .pdf version of all plans submitted with this application.





PROJECT #: \_\_\_\_\_

# Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362  
 Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org  
 Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

## APPLICATION FOR LOT LINE ADJUSTMENT

ASSESSORS PARCEL NO.(S): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**I. APPLICANT INFORMATION\***

Name (person and firm/corporation): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Mobile: ( \_\_\_\_\_ ) \_\_\_\_\_  
 Email: \_\_\_\_\_

**II. PROPERTY INFORMATION – attach additional sheets as necessary.**

Name of Property Owner: \_\_\_\_\_  
 Property Location (lot and tract number): \_\_\_\_\_

Acreage: \_\_\_\_\_

Located on the (N, S, E, W) side of \_\_\_\_\_ (Street/Road) approximately \_\_\_\_\_ feet (N, S, E, W) \_\_\_\_\_ (Street/Road) in the \_\_\_\_\_ (Newbury Park, Thousand Oaks, Westlake Village) which is shown on Thousand Oaks Map, Section \_\_\_\_\_.

Is this a gated community?  Yes  No

The **EXISTING** dimensions of each lot affected by the proposed Adjustment are as follows:

<u>Lot No.</u>	<u>Lot Dimensions</u>	<u>Area in Square Feet</u>	<u>Acres</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The **PROPOSED** dimensions of each lot affected by the proposed Adjustment are as follows:

<u>Lot No.</u>	<u>Lot Dimensions</u>	<u>Area in Square Feet</u>	<u>Acres</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The lots will receive access from \_\_\_\_\_ (Street/Road) or a non-exclusive easement extending from \_\_\_\_\_ (Street/Road).

PROJECT #: \_\_\_\_\_

**III. PROJECT COORDINATOR INFORMATION**

**ARCHITECT:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**ENGINEER:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**PROPERTY OWNERS STATEMENT OF CERTIFICATION**

The names and address of all owners of the property included in this Application are:

<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>LOT/BLOCK/TRACT NO.</u>	<u>DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I declare under penalty of perjury, that the foregoing is true and correct.

Executed at (city) \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature

**\*IF THE PROPERTY OWNER/APPLICANT** is a Corporation, the names, addresses and titles of all officers of the Corporation shall accompany this application. If the property owner/applicant is a General Partner, the name and address of all General Partners shall accompany this application.

**(For Department Use Only)**

Fee \$ \_\_\_\_\_ Date filed \_\_\_\_\_ Received by: \_\_\_\_\_

