



## **COUNTY OF YOLO**

# **CERTIFICATE OF COMPLIANCE/ LOT LINE ADJUSTMENT/ MERGER OF PARCELS**

Department of Community Services  
292 West Beamer Street  
Woodland, California 95695-2598

(530) 666-8775



# County of Yolo

Taro Echiburú, AICP  
DIRECTOR

## DEPARTMENT OF COMMUNITY SERVICES

292 West Beamer Street  
Woodland, CA 95695-2598  
(530) 666-8775 FAX(530) 666-8156  
www.yolocounty.org

**Environmental Health**  
292 West Beamer St,  
Woodland, CA 95695  
(530) 666-8646

**Integrated Waste Management**  
44090 CR 28 H  
Woodland, CA 95776  
(530) 666-8852

## APPLICATION REQUIRED MATERIALS

The following list specifies the information needed to submit a proposed application for a Certificate of Compliance; a Lot Line Adjustment with a Certificate of Compliance; or a Lot Merger.

ITEM	Required Number of copies
<b>Application Fee(s):</b> Please check with a planner regarding applicable fees	
<b>Application Form</b> (both sides, signed)	One
<b>Environmental / Project Site Questionnaire</b>	One
<b>Location Map</b> (may be combined with Lot Line Adjustment Map, below)	One
<b>Lot Line Adjustment (LLA) Map</b> (if requested, see attached "Requirements for a Lot Line Adjustment/Merger Map")	Two
<b>Legal description(s)</b> of the parcel(s) for which the Certificate of Compliance is requested, or new legal descriptions for the proposed new parcels created by a LLA along with a copy of closure calculations	One
<b>Assessor's Parcel Map</b> (project site outlined)	One
<b>One 8½ x 11 reduction</b> of all maps, plans, etc.	One
<b>Preliminary Title Report</b> or Copy of Deed	One
<p><u>For a Certificate of Compliance and/or if it is necessary to establish the legal status of the lots for a Lot Line Adjustment, provide a <b>Certified Chain of Titles</b> (recorded grant deeds) in chronological order starting from the current date and dating back to the first grant deed that described the specific parcel for which the LLA/Certificate of Compliance is being requested.</u></p> <p>The submitted Chain of Titles shall comply with the following:</p> <ol style="list-style-type: none"> <li>1. It shall be prepared by a title company.</li> <li>2. The first page of the chain of titles shall be a letter from the title company certifying that the submitted document is the complete chain of titles.</li> <li>3. The second page of the submitted document shall contain a summary of all the grant deeds showing the document number, book and page number; date of filing in the County Recorder's Office; and names of the persons exchanging the property.</li> <li>4. The grant deeds shall be clearly readable and shall show the document number, book and page number and date of filing in the County Recorder's Office.</li> </ol> <p><u>Portions of the grant deeds specifically describing a parcel shall be highlighted in yellow or other outline and shall refer to the corresponding parcel on an Assessor's Parcel Map with color-coded parcels.</u></p>	One

Digital files in PDF or other format loaded on a CD, of all the application plans and materials, as available	One CD or files sent by e-mail
Additional Information: Depending upon the exact nature of the application, additional information May be required after submittal of the project application	

**NOTE:** The recording of a Certificate of Compliance pertains only to issues of compliance or noncompliance with the State Subdivision Map Act and local ordinances enacted governing land divisions. A Certificate of Compliance or a Lot Line Adjustment does not create new parcels. The land use development of the parcel(s) described by the Certificate of Compliance may require issuance of permit(s) (e.g. conditional use permit(s), building permits, etc.) or other grants of approval (e.g. approval of access to connect to the County public right-of-way, issuance of well and septic permits, etc.).



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## APPLICATION

Applicant Information				
Applicant		Company (if applicable)		
Street Address				
City	State	Zip	Daytime Phone	
Property Owner				
Street Address				
City	State	Zip	Daytime Phone	

Project Information	
Assessor's Parcel No.	Parcel size
Property Address/Location	
Existing use of property	
Tax Rate Area(s) (taken from property tax bill):	
Application Request:	

Required Signatures	
<p>I hereby make application for the above-referenced land use entitlement and certify that this application, other documents, and exhibits submitted are true and correct to the best of my knowledge and belief. <b>Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Yolo County may rescind any approval or determination, or take other appropriate action.</b></p> <p>I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.</p> <p>I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation. I understand that verification of property ownership or interests in the property or application may be required.</p>	
Applicant's/Owner's Signature	Date

## PERMIT PROCESSING FEE AGREEMENT

I the undersigned, hereby authorize the County of Yolo to process the permit request on the previous side of this application in accordance with the Yolo County Code. I (the land owner and/or the applicant) am depositing a fee to cover staff review, coordination and processing costs in accordance with the adopted Yolo County Fee Resolution. The fee may consist of a one-time "flat" fee for minor applications or a "deposit" fee which will be used as an initial deposit to open one or more Work Order accounts to pay for staff time spent processing the application billed on a "time and materials" basis. By signing below, I agree to pay all permitting costs, plus any accrued interest, if the applicant does not pay costs.

I agree not to alter the physical condition of the property during the processing of this application by removing trees, demolishing structures, altering streams, and grading or filling. I agree not to start construction of any new structures prior to permit approval. I understand that such alteration or new construction may result in the imposition of criminal, civil or administrative fines or penalties, or may result in the delay or denial of the project application.

**FISH AND GAME REVIEW FEES:** I understand that my application and/or any applicable environmental document for my project may be referred to the California Department of Fish and Wildlife (CDFW) for review and comment in accordance with the provisions of the California Environmental Quality Act. Should this review be required, I understand that I must pay all fees for the cost of CDFW review as required by Section 711.4 of the Fish and Game Code (currently \$2,210.00 for Negative Declarations or \$3,069.25 for Environmental Impact Reports, plus \$50.00 County Clerk fee). Should these fees be required, I agree to remit a cashier's check or money order in the required amount, payable to the Yolo County Clerk, to the Planning Division prior to the posting of any Notice of Determination following project approval.

**PROJECT CONDITION COMPLIANCE DEPOSIT:** I understand that my project, if approved, may be subject to condition compliance monitoring by staff following approval. An additional deposit of \$1,305.92 will be required at that time to cover staff costs.

**MITIGATION FEES OR REQUIREMENTS:** I further understand that my project, if approved, may be subject to one or more mitigation fees including the following fees current as of 2015:

**Swainson's Hawk mitigation fee** - \$8,660 per acre of affected habitat

**Agricultural mitigation in lieu fee** - \$10,100 per acre of farmland converted (for projects less than five acres)

**Inclusionary Housing in lieu fee** – sliding scale for projects under 8/10 units (\$1,292 for single family house)

## AFFIDAVIT OF CERTIFIED PROPERTY OWNERS

I further certify that the attached list of property owners contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described on the attached application and for a distance of three hundred feet (300) from the exterior boundaries of the property described on the attached application.

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

## CERTIFICATION STATEMENT OF HAZARDOUS WASTE OR SUBSTANCE SITE

Pursuant to the requirements of Section 63962.5 of the California Government Code, I certify that the project site for the above entitlement is not located on the State list of identified hazardous waste/or hazardous substance sites. I have reviewed the list kept at the Planning Division Public Counter.

## REQUIRED SIGNATURES

I hereby certify that I have read all the above information on this page. All this information is correct and I agree to abide by the requirements therein.

PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE:

NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

# ENVIRONMENTAL / PROJECT SITE QUESTIONNAIRE

## A. PROPOSED PROJECT SITE

1. Assessor Parcel Number(s):  
\_\_\_\_\_
2. Location (nearest public road, cross street, community, etc): \_\_\_\_\_
3. Size of Assessor Parcel Areas(s): \_\_\_\_\_ sq. ft./acres. \_\_\_\_\_
4. Existing Land Use(s): \_\_\_\_\_
5. Existing Building(s) and Structure(s): \_\_\_\_\_
6. Distinctive Physical Features (i.e. landslides, streams, faults): \_\_\_\_\_
7. Existing Vegetation: \_\_\_\_\_
8. Existing Access Routes (if any): \_\_\_\_\_
9. Existing Drainage Facilities/Direction: \_\_\_\_\_
10. Existing Water Supply (if any): \_\_\_\_\_
11. Existing Sanitation Facilities (if any): \_\_\_\_\_
12. List and Describe all Existing Easements: \_\_\_\_\_
13. Owner(s) of Mineral Rights: \_\_\_\_\_
14. Existing Land Conservation Contract and/or other deed restrictions (if any):  
\_\_\_\_\_

## B. SURROUNDING PROPERTIES AND LAND USES

1. Land Uses (including type of crops if agricultural).  
North: \_\_\_\_\_ South: \_\_\_\_\_  
East: \_\_\_\_\_ West: \_\_\_\_\_
2. Buildings and Structures (indicate distance from project site).  
North: \_\_\_\_\_ South: \_\_\_\_\_  
East: \_\_\_\_\_ West: \_\_\_\_\_

3. Distinctive Physical Features and Vegetation.

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

4. Noise characteristics of the surrounding area (include significant noise sources:

\_\_\_\_\_

**C. PROJECT DESCRIPTION**

1. Reason for proposed Certificate of Compliance, Lot Line Adjustment, or Merger:

# LOT LINE ADJUSTMENT/MERGER REQUIREMENTS

Each Lot Line Adjustment Map shall consist of one or more sheets of equal size and shall be drawn to one inch to one hundred-foot or larger scale unless otherwise approved by the Planning Director. Pursuant to Section 8731 of the Professional Land Surveyors Act, a Lot Line Adjustment Map shall be prepared by a California Land Surveyor, or a Registered Civil Engineer authorized to practice land surveying. The Lot Line Adjustment Map shall be clearly and legibly drawn and shall contain not less than the following information:

1. A small vicinity or area map (1"=2,000') showing roads, towns, major creeks, railroads and other data sufficient to locate the proposed Lot Line Adjustment property.
2. Title block, which shall contain the North arrow and scale, date of preparation of the map, and the name and address of legal owner(s) and the person preparing the map.
3. Assessor's parcel numbers on all parcels affected by the proposed Lot Line Adjustment.
4. Location of all existing structures, distances between structures, and distances between structures and boundary lines of both the original parcel boundaries and the adjusted parcel boundaries.
5. Location of all existing wells, water lines, septic tanks, leach lines and replacement areas; distances between wells, septic tanks, leach lines and replacement areas; and distances between septic tanks, leach lines and replacement areas and boundary lines of both the original parcel boundaries and the adjusted parcel boundaries.
6. Names, locations and dimensions of all existing streets, roads and rights-of-way on or bounding the original parcels.
7. Locations and dimensions of all proposed easements, streets, roads, and rights-of-way.
8. Approximate location of existing and proposed domestic wells and location of existing and proposed septic tanks and leach fields for all lots affected by the proposed Lot Line Adjustment.
9. Approximate location of all watercourses, 100-year floodplain, reservoirs, streams, rivers, drainage channels, and existing and proposed drainage structures.
10. Proposed improvements, if any.
11. Existing topography of the subject property, including but not limited to the contour of the land at intervals of 2 feet of elevation up to 5%, or lesser contour intervals as may be approved by the Director of Planning, Resources and Public Works. Contours shall be indicated on contiguous property for a distance of 200 feet. Every fifth contour shall be a heavier weight line.
12. Existing and proposed boundary lines, dimensions, and approximate areas of the original parcels and of the adjusted parcels.
13. New legal descriptions for the proposed new parcels (electronic file is requested), along with a copy of closure calculations.

## FINDINGS REQUIRED

For approval of this project, the Zoning Administrator will need to make the following findings, as required by Sec. 8-1.606(a) of the County Code:

1. That the application is complete and that all record title holders who are required by the Subdivision Map Act of the State to consent have consented to the proposed merger or lot line adjustment, and that the proposed merger or lot line adjustment is in compliance with said Act;
2. That the deeds to be utilized in any transaction, if necessary, accurately describe the resulting parcels, and that the merger or lot line adjustment will not result in the abandonment of any street or utility easement of record;
3. That if the lot line adjustment will result in a transfer of property from one owner to another owner, that the deed to the subsequent owner expressly reserves any street or utility easement of record;
4. The adjustment is consistent with applicable building ordinances, and that either:
  - (i) all of the resulting lots will conform to all applicable zoning requirements including minimum parcel size, or
  - (ii) no conforming lot will be made nonconforming with applicable zoning requirements and the adjustment will not reduce the aggregate area of all affected lots which do not meet applicable zoning requirements;
5. Approval of the lot line adjustment will not create a greater number of parcels than originally existed;
6. That the merger or lot line adjustment will not result in the elimination or reduction in size of an access way to any resulting parcel, or that the application is accompanied by new easements to provide access that meet all the requirements of this code;
7. That the merger or lot line adjustment is excluded from the Subdivision Map Act, and has been reviewed pursuant to Section 66412(d) of said Act;
8. That the merger or lot line adjustment is consistent with the General Plan;
9. That the merger or lot line adjustment complies with the zoning regulations and parcel size minimum standards as set forth in Chapter 2 of this title;
10. That the Zoning Administrator is satisfied that the design of the resulting parcels will comply with the requirements of this title and provides for water drainage, public road access, water supply sewer system availability, environmental protection, and all other requirements of State laws and this code; and
11. That the merger or lot line adjustment will not result in a significant effect on the environment pursuant to the California Environmental Quality Act (CEQA) (Public Resources Code 21000 et. Seq.), and/or is categorically exempt pursuant to CEQA Guidelines Section 15305, as amended.

In addition, as required by the County Recorder, if there are multiple owners involved, all deeds shall be executed simultaneously with recording the lot line adjustment.