



CITY of CALABASAS

Community Development Department
Planning Division
26135 Mureau Road
Calabasas, CA 91302-3172
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www.cityofcalabasas.com

Lot Line Adjustment & Street Vacation Application

PROPERTY LOCATION AND ZONING (print or type)

Property Address: _____ Zip Code: _____
 Assessor's Parcel No(s): _____
 Cross Streets: _____
 HOA: _____

GENERAL INFORMATION

Property Owner: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____
 Cell / Other Phone: _____ E-mail: _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

Applicant: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone: _____ Fax: _____
 Cell / Other Phone: _____ E-mail: _____

Applicant's Representative: _____
 (if no Representative, then project Architect or Engineer)

	_____ Applicant's Representative	_____ Project Architect	_____ Project Engineer
Address:	_____		
City:	_____	State: _____	Zip Code: _____
Phone:	_____	Fax: _____	_____
Cell / Other Phone:	_____	E-mail: _____	_____

TO BE COMPLETED BY PLANNING DIVISION STAFF

Application Processing

File No(s): _____

 Date: _____
 Staff Initials: _____
 Fees: _____
 Receipt No: _____

City of Calabasas Planning Division
Lot Line Adjustment & Street Vacation Application

Note: Prior to submittal of this application, it is advised that the applicant review the requested proposal with the Planning Division in order to review ordinance requirements and consistency with the General Plan. In completing the application form, please be as accurate and complete as possible.

TYPE OF REVIEW REQUESTED (Please check all applicable boxes)

Lot Line Adjustment Parcel Merger Street Vacation Other: _____

DESCRIPTION OF PROJECT: (Be as specific as possible, attach sheets if necessary)

PROPERTY CHARACTERISTICS AND ZONING

Legal Description: _____

(attach sheets if necessary) _____

Parcel Size: _____ Width: _____ Depth: _____

Average Slope: _____

Are Oak Trees Present on Lot: Yes No

(if no skip impact question)

Are any Oak Trees impacted by proposal: Yes No

(If yes, please describe on attached sheets)

General Plan Land Use : _____

Zoning: _____

Current Use: _____



Minimum Application Filing & Public Noticing Requirements Checklist

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application is complete for processing purposes. If any items are not included the project will not be accepted for submittal.

Lot Line Adjustment:

The minimum requirements for filing a Lot Line Adjustment application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Twelve (12) copies of the Site Plan prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½"X11".
- Provide proof that the existing parcels are lawfully subdivided; including three (3) copies of the following:
 - The latest Assessor's Map of the parcels and surrounding area on all sides.
 - Underlying record maps.
 - Deeds creating the existing configuration and the deeds of acquisition by current owners. Deeds to adjacent properties may be required to show seniority.
 - Preliminary Title Report (prepared or dated no more than 90 days prior to submittal date) for each parcel covering, owners of record, trust deed holders, lien holders, and a statement as to whether covered parcel appears to constitute a "subdivision" of land as defined within the Subdivision Map Act.
 - Any and all other deeds or documents such as certificates of compliance, which may be necessary to provide the legality of the existing parcels or to complete the interpretation of legal descriptions in other documents.
- Traverse closure calculations of existing parcels.
- Traverse closure calculations of proposed parcels.
- Legal description labeled "Exhibit A-1", "A-2", etc. for each proposed parcel with engineer/surveyor's signature and stamp reduced to 8½"X11". Please include existing and proposed lot sizes (in square feet)
- One (1) copy of the plat map reduced to 8½"X11" and labeled "Exhibit B" showing the configuration of all existing and proposed parcels with engineer/surveyor's

signature and stamp. Show that no parcel will be landlocked.

Parcel Merger:

The minimum requirements for filing a Lot Line Adjustment application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Twelve (12) copies of the Site Plan prepared in accordance with the *Minimum Plan Preparation & Plan Contents Checklist*. Each set shall be stapled together as a single package and folded to 8½"X11".
- Provide proof that the existing parcels are lawfully subdivided; including three (3) copies of the following:
 - The latest Assessor's Map of the parcels and surrounding area on all sides.
 - Underlying record maps.
 - Deeds creating the existing configuration and the deeds of acquisition by current owners. Deeds to adjacent properties may be required to show seniority.
 - Preliminary Title Report (prepared or dated no more than 90 days prior to submittal date) for each parcel covering, owners of record, trust deed holders, lien holders, and a statement as to whether covered parcel appears to constitute a "subdivision" of land as defined within the Subdivision Map Act.
 - Any and all other deeds or documents such as certificates of compliance, which may be necessary to provide the legality of the existing parcels or to complete the interpretation of legal descriptions in other documents.
- Traverse closure calculations of existing parcels.
- Traverse closure calculations of proposed parcels.
- Legal description labeled "Exhibit A-1", "A-2", etc. for each proposed parcel with engineer/surveyor's signature and stamp reduced to 8½"X11". Please include existing and proposed lot sizes (in square feet)

Minimum Application Filing and Public Noticing Requirements Checklist

- One (1) copy of the plat map reduced to 8½"X11" and labeled "Exhibit B" showing the configuration of all existing and proposed parcels with engineer/surveyor's signature and stamp. Show that no parcel will be landlocked.

Street Vacation:

The minimum requirements for filing a Street Vacation application are listed below. An application that does not include the following plans and information will not be accepted for processing:

- Completed *Uniform Application* and filing fees.
- Provide proof that the existing parcels are lawfully subdivided; including three (3) copies of the following:
 - The latest Assessor's Map of the parcels and surrounding area on all sides.
 - Underlying record maps.
 - Deeds creating the existing configuration and the deeds of acquisition by current owners. Deeds to adjacent properties may be required to show seniority.
 - Preliminary Title Report (prepared or dated no more than 90 days prior to submittal date) for each parcel covering, owners of record, trust deed holders, lien holders, and a statement as to whether covered parcel appears to constitute a "subdivision" of land as defined within the Subdivision Map Act.
 - Any and all other deeds or documents such as certificates of compliance, which may be necessary to provide the legality of the existing parcels or to complete the interpretation of legal descriptions in other documents.
- Legal description labeled "Exhibit A-1", "A-2", etc. for each proposed parcel with engineer/surveyor's signature and stamp reduced to 8½"X11".
- Twelve (12) copies of the plat map reduced to 8½"X11" and labeled "Exhibit B" showing the configuration of all existing and proposed parcels with engineer/surveyor's signature and stamp. Show that no parcel will be landlocked.
- Signatures of affected property owners, approving of Street vacation.
- Public hearing information prepared in accordance with the *Public Notice Requirements*.

PUBLIC NOTICE REQUIREMENTS

The materials and information listed below must be submitted with applications requiring a public hearing or public notification:

- Property Ownership List: A mailing list containing the names, addresses, and assessor's parcel number of all owners of real property within a radius of five hundred feet (500') of the site, measured from the exterior boundaries of the property. This information shall be obtained from the latest equalized assessment rolls of Los Angeles County (*property ownership information may be obtained from Los Angeles County Assessor's Office 14340 Sylvan Street, Van Nuys, Ca 91401, phone: (818 901-3455)*). Include the name and address of the property owner, applicant, and representative of the mailing list.
 - Mailing Envelopes: One set of stamped (\$0.37 postage) business-size envelopes, with the name and address of each person on the mailing list. The return address shall read: "City of Calabasas, Planning Division, 26135 Mureau Road, Calabasas, CA 91302-3172".
 - Radius Map: A map illustrating the five hundred foot (500') radius boundary and all parcels within the boundary (copies of the assessor's maps will be accepted).
 - Ten (10) Days prior to a public hearing, the applicant is required to post a "Notice of Public Hearing" sign. (Applicable to properties within the Old Topanga, Calabasas Highlands, and Scenic Corridor Overlay Districts only)
- For further information regarding the requirements of the "Notice of Public Hearing Sign" see the *Posting of Public Hearing Sign Requirements handout*, which is available at the Community Development Department.

Note: For a list of individuals/companies that prepare the radius map and property ownership lists, contact the City of Calabasas Planning Division.



Plan Preparation Guidelines & Minimum Plan Contents

PLAN PREPARATION GUIDELINES

Plans not conforming to the following guidelines will not be accepted for processing:

- All plans shall be drawn on uniform sheets, no smaller than 8½"X11" and no larger than 24"X36".
- Development Plans shall be prepared by an architect or civil engineer licensed to practice in the State of California. Tentative subdivision maps shall be prepared by a licensed land surveyor or registered civil engineer authorized to practice land surveying in the State of California.
- All plans/maps shall be clearly labeled with sheet title, project name and project location.
- A one-sheet master plan shall be provided where the detailed plan/map cannot contain the entire project on a single sheet.
- All plans shall be folded to 8½"X11".
- All plans shall be clear and legible.

MINIMUM PLAN CONTENTS

Site Plan:

The site plan shall be drawn to an engineering scale no smaller than 1"=40' for large projects, 1/8"=1' for smaller projects, with the scale clearly labeled, and shall include the following minimum information:

- Name and address of developer, owner of record, and person who prepared the plan.
- Date of preparation and/or revisions.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- Property lines and dimensions.
- A vicinity map showing the precise location of the project.
- Nearest cross streets on all sides of the project site, with approximate distances from the site.
- Show adjacent streets (distance from centerline), cross sections, and right-of-way width, including existing width and area proposed to be dedicated.
- Dimensions and nature of all easements.

- Existing topography on site, including natural ground (contours) and trees drainage courses, streets, trails, open space, slopes, etc.
- Street improvements (existing and proposed), including curbs, gutters, sidewalks, water lines, sewer lines, utility poles, fire hydrants, street lights, and street trees.
- Location of existing and proposed buildings and structures (with finished grades).
- Improvements on adjacent properties within 100 feet, of the subject site (with finished grades).
- Parking layout, including stall size and location, back-up areas and drives, driveway approaches, curb cuts, pedestrian access, utility vehicle access and secondary access points (if deemed necessary).
- Handicap parking spaces.
- Loading zones.
- Location, height, and composition of walls and fences (existing and proposed).
- Location of refuse areas, including wall and fence heights and materials.
- Location of any outdoor storage areas.
- Setback distances, yards, and building separations.
- Landscape areas (shaded).
- Location of all existing trees. Identify whether the trees are to be preserved, relocated or removed. This information should also include whether or not any Oak trees are located on site or within one hundred (100) feet of the site.
- Streets and rights of way, including existing and proposed cross sections, improvements, etc.
- A tabular summary, including the following information:
 1. Adjusted gross and net acreage;
 2. Gross floor area per building and total floor area for all buildings;
 3. Proposed density (dwelling units per adjusted gross acre for residential subdivisions and floor area ratio for commercial and industrial subdivisions);

4. Lot coverage ratio (percentage of site covered by all buildings and structures, and paving for vehicular use);
 5. Floor area ratio (total floor area divided by the site area)
 6. Pervious Surface coverage Ratio (percentage of lot covered by pervious surfaces).
 7. Front Setback/Buffer Landscape coverage ratio (percentage of Setback or buffer area covered by landscaping);
 8. Number of unit types, unit area by type, number of bedrooms, number of stories and number of units per building (as applicable); and
 9. Required and proposed number of parking spaces (covered, uncovered and handicapped accessible, as applicable).
- If the project is to be phased, indicate the limits of the phasing and all off-site improvements to be constructed with each phase. All project phasing must be disclosed at the time of initial application submittal and review. A phased project that is not disclosed up front may require the filing of a supplemental application ("Modification"), with appropriate fees to defray costs associated with additional City review and expenses.

DECLARATION

I hereby certify that the plans and information provided present all of the data and information required by this Checklist, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Furthermore, I understand that failure to provide the plans and information required by this checklist may result in this application not being accepted as complete for filing and/or processing.

Date: _____

Signature: _____

Name (print ot type): _____