



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING & BUILDING SVCS.

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BOUNDARY LINE ADJUSTMENT APPLICATION

DEFINITION

A Boundary Line Adjustment is the transfer of property by deed to a respective owner or owners of contiguous property for the purpose of adjusting a boundary line and not for the purpose of creating an additional lot or parcel (Section 17-17.5 of the Mendocino County Division of Land Regulations).

PLEASE SUBMIT ALL MATERIALS TO THE DEPARTMENT OF PLANNING AND BUILDING SERVICES

Application Material for Projects **OUTSIDE** the Coastal Zone

1. One (1) copy of a fully completed Boundary Line Adjustment Application;
2. One (1) copy of a Tentative Map (legibly drawn at a workable scale);
3. One (1) signed Indemnification Agreement;
4. One (1) signed Acknowledgement of Deposit/Hourly Fee;
5. The current filing fee. Check with a planner for the current fee. Checks should be made payable to the County of Mendocino

Application Material for Projects **INSIDE** the Coastal Zone:

1. One (1) copy of a fully completed Boundary Line Adjustment Application;
2. One (1) copy of a Tentative Map (legibly drawn at a workable scale);
3. One (1) signed Indemnification Agreement;
4. One (1) signed Acknowledgement of Deposit/Hourly Fee;
5. One (1) copy of the completed Project Description Questionnaire;
6. The current filing fee. Check with a planner for the current fee. Checks should be made payable to the County of Mendocino.
7. Proof of the applicant's legal interest in all property subject to the adjustment. Proof can be in the form of a current tax statement, title report, lease agreement or other document showing legal interest to apply for the permit and comply with all conditions of approval. All holders or owners of any other interest of record in the affected property shall be identified on the application and notified in writing of the permit application by the applicant and invited to join as co-applicant. In addition, prior to the issuance of a Coastal Development Permit, the applicant shall demonstrate the authority to comply with all conditions of approval.
8. One (1) copy of the completed Declaration of Posting form;
9. One (1) copy of the completed Notice of Pending Permit form which must be posted at the project site.

PLEASE NOTE: All application material **MUST** be collated into individual application packets. All maps, plans, etc. larger than 8½ x 11 inches shall be folded to a maximum size of 8½ x 11 inches. One (1) 8½ x 11 reproducible site plan shall be submitted with the application.

ANY APPLICATION NOT MEETING THE ABOVE CRITERIA WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED TO THE APPLICANT. ILLEGIBLE MAPS OR INCOMPLETE RESPONSE TO THE QUESTIONS MAY DELAY PROJECT REVIEW.

CONTENT OF MAP

The Tentative Map shall be legibly drawn at a workable scale and contain the following described information:

1. Names and contact information of all owners and person preparing the map;
2. Date map was prepared, north arrow and scale;
3. A red border on the map to indicate the boundary of the lands to be transferred;
4. Approximate location, width, name and status as public/private of all existing and proposed streets or easements lying within and adjacent to the project site.
5. The outline of any existing building to remain in place and their approximate locations in relation to existing and proposed boundaries;
6. The approximate location of areas subject to inundation, including but not limited to: existing or proposed lakes, ponds, springs, reservoirs and the location, width and direction of flow of all significant watercourses or culverts;

7. The location of all property lines, structures, fences, wells, septic or sewer systems, culverts, drain pipes, underground structures and overhead hazards on all affected properties. All items must be clearly labeled.
8. The Assessor's Parcel Numbers (APNs) of all property involved in the adjustment and the APN of any property under the same ownership which is contiguous to the property being adjusted;
9. A location map of the affected properties in relation to the surrounding area.

ACTION ON THE BOUNDARY LINE ADJUSTMENT

The Tentative map shall be reviewed by the Subdivision Committee, which may approve the boundary line adjustment proposed therein subject to whatever conditions it deems reasonable, including requirement to insure that the adjustment shall not have the effect of creating a new lot or parcels. A Boundary Line Adjustment shall not be deemed approved by the Committee until the Chair has certified in writing that all the conditions of approval have been satisfied. Within two years after approval, the owner/s shall cause a deed/s to be recorded which shall cause the boundary lines to be adjusted as approved.

Additional Action on Boundary Line Adjustments Located within the Coastal Zone

The Boundary Line Adjustment will be scheduled for review by the Subdivision Committee as noted above. In addition, a public hearing will be conducted by the Coastal Permit Administrator to consider the issuance of the Coastal Development Permit for the boundary line adjustment. Generally, the Subdivision Committee meeting and Coastal Permit Administrator hearing will be scheduled for the same day. You will be notified by mail of the time and place that your application will be considered by the Subdivision Committee and Coastal Permit Administrator. Additionally, a staff report will be prepared for projects located within the coastal zone and a copy will be sent to you. You must be represented at these meetings. For projects located within the coastal zone, owners and occupants of adjoining property will be notified of the proposal. At the public hearing, members of the public will have the opportunity to express positive or negative comments regarding your application.

APPEALS

The Subdivision Committee's action for projects that are not located within the coastal zone is appealable to the Planning Commission. An appeal request, accompanied by the requisite fee, must be filed with the Department of Planning and Building Services within 10 days of the Subdivision Committee's action. Projects located within the coastal zone are appealable to the Board of Supervisors. An appeal request, accompanied by the requisite fee, must be filed with the Clerk of the Board's Office within 10 days of the Coastal Permit Administrator's action. An approved project located within the coastal zone may also be appealable to the California Coastal Commission within 10 working days of the Coastal Commission's receipt of the *Notice of Final Action* by the County of Mendocino. You will be notified by mail of the time and place that your appeal will be considered.

APPLICATION PROCESS

1. Application, map and fee submitted and deemed complete by the Department of Planning and Building Services;
2. Application review by Staff Planner. 30 day project referral (coastal zone only) and then scheduled for Subdivision Committee hearing and Coastal Permit Administrator hearing if the project is located within the coastal zone. Owner/Applicant/Agent receives agenda approximately one week prior to hearing. A staff report and public notice will also be mailed to the Owner/Applicant/Agent if the project is located within the coastal zone.
3. Hearings. A Subdivision Committee meeting will be scheduled. A Coastal Permit Administrator hearing will also be scheduled for projects located within the coastal zone. These meetings are open to the public. The Owner/Applicant/Agent should attend in case any questions arise.
4. Approximately one week after the hearing, a letter will be sent to the Owner/Applicant/Agent with the decision of the Subdivision Committee. For projects located in the coastal zone, *Notice of Final Action* by the County will be sent to the Owner/Applicant/Agent after the 10 day appeal period has expired. If approved, a list of conditions will be included.
5. Appeals. If appealed, the application will be scheduled for a hearing before the Planning Commission or Board of Supervisors in the case of projects located within the coastal zone.
6. After all conditions of approval have been complied with and approved by the Department of Planning and Building Services, a Completion Certificate will be issued to the Owner/Applicant/Agent by the County. No project is deemed complete without this Certification.



PLANNING & BUILDING SERVICES

CASE NO:	_____
DATE FILED:	_____
FEE:	_____
RECEIPT NO:	_____
RECEIVED BY:	_____
<i>Office Use Only</i>	

BOUNDARY LINE ADJUSTMENT APPLICATION FORM

APPLICANT

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ Email: _____

PROPERTY OWNER

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ Email: _____

AGENT

Name: _____ Phone: _____

Mailing Address: _____

City: _____ State/Zip: _____ Email: _____

LOT NO.	ASSESSOR'S PARCEL NUMBERS	PARCEL OWNER/S	STREET ADDRESS	LOT ACREAGE BEFORE / AFTER	

BRIEFLY DESCRIBE THE PROPOSED PARCEL ADJUSTMENTS: (ACREAGE TO BE ADJUSTED FROM ASSESSOR'S PARCEL NUMBER INTO ASSESSOR'S PARCEL NUMBER, ETC.)

.....

.....

I certify that the information submitted with this application is true and accurate.

Signature of Applicant/Agent

Date

Signature of Owner

Date

Project Description Questionnaire for Boundary Line Adjustments Located In the Coastal Zone

The purpose of this questionnaire is to provide additional information related to the Coastal Zone concerning your application to the Department of Planning and Building Services and other agencies who will be reviewing your project proposal. Please remember that the clearer the picture that you give us of your project and the site, the easier it will be to promptly process your application. Please answer all questions.

PRESENT USE OF PROPERTY					
1) Are there existing structures on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe below, and identify the use of each structure on the map to be submitted with your application.					
2) Will any existing structures be demolished? <input type="checkbox"/> Yes <input type="checkbox"/> No Will any existing structures be removed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable.					
3) Lot area (within property lines): _____ <input type="checkbox"/> acres <input type="checkbox"/> square feet					
4) Lot Coverage:					
LOT 1	EXISTING	PROPOSED	LOT 2	EXISTING	PROPOSED
Building Coverage	_____ SF	_____ SF	Building Coverage	_____ SF	_____ SF
Paved Area	_____ SF	_____ SF	Paved Area	_____ SF	_____ SF
Landscaped Area	_____ SF	_____ SF	Landscaped Area	_____ SF	_____ SF
Unimproved Area	_____ SF	_____ SF	Unimproved Area	_____ SF	_____ SF
TOTAL:	_____ SF	_____ SF	TOTAL:	_____ SF	_____ SF
LOT 3	EXISTING	PROPOSED	LOT 4	EXISTING	PROPOSED
Building Coverage	_____ SF	_____ SF	Building Coverage	_____ SF	_____ SF
Paved Area	_____ SF	_____ SF	Paved Area	_____ SF	_____ SF
Landscaped Area	_____ SF	_____ SF	Landscaped Area	_____ SF	_____ SF
Unimproved Area	_____ SF	_____ SF	Unimproved Area	_____ SF	_____ SF
TOTAL:	_____ SF	_____ SF	TOTAL:	_____ SF	_____ SF
5) Parking will be provided as follows:					
LOT 1	Existing Spaces: _____	Proposed Spaces: _____			
LOT 2	Existing Spaces: _____	Proposed Spaces: _____			
LOT 3	Existing Spaces: _____	Proposed Spaces: _____			
LOT 4	Existing Spaces: _____	Proposed Spaces: _____			
6) Will the alteration of parcel boundaries create any new building sites which are visible from State Highway 1 or another scenic route? <input type="checkbox"/> Yes <input type="checkbox"/> No					
7) Will the alteration of parcel boundaries create any new building sites which are visible from a park, beach or other recreational area? <input type="checkbox"/> Yes <input type="checkbox"/> No					

ANY ADDITIONAL DEVELOPMENT INCLUDING, BUT NOT LIMITED TO, BUILDING CONSTRUCTION, GRADING OR TREE REMOVAL IS NOT REVIEWED AS PART OF A BOUNDARY LINE ADJUSTMENT AND REQUIRES A SEPARATE COASTAL DEVELOPMENT PERMIT.

If you need more room to answer any question, please attach additional sheets.

Indemnification And Hold Harmless

ORDINANCE NO. 3780, adopted by the Board of Supervisors on June 4, 1991, requires applicants for discretionary land use approvals, to sign the following Indemnification Agreement. Failure to sign this agreement will result in the application being considered incomplete and withheld from further processing.

Indemnification Agreement

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the County of Mendocino, its agents, officers, attorneys, employees, boards and commissions, as more particularly set forth in Mendocino County Code Section 1.04.120, from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or adoption of the environmental document which accompanies it. The indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent, passive or active negligence on the part of the County, its agents, officers, attorneys, employees, boards and commissions.

Date

Applicant



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ACKNOWLEDGEMENT OF DEPOSIT/HOURLY FEE

By signing below, the applicant acknowledges that the staff at Planning and Building Services has discussed the potential for collection of a deposit fee for the projects listed below (as adopted by the Board of Supervisors Resolution No.'s 11-072, 16-150, 18-122, 19-170, 21-194 and 23-190)

1. Division of Land Project
2. General Plan Project
3. Coastal Project
4. Zoning Project
5. Administrative Project
6. Cannabis Project
7. Private Road Naming

Once an application has been submitted and the processing costs approach 80% of the application fee, additional staff processing time will be billed at **\$98.00/hour**. Staff will notify the applicant/owner that a deposit equal to 50% of the initial filing fee is required for further processing, and more than one deposit may be required depending on the complexity of the project and the staff time necessary to complete application processing.

I acknowledge that I was advised of the deposit fee for continued processing after the initial application fee has been expended.

Applicant Signature

Date

OFFICE USE ONLY:

Project or Permit Number

COMPLETE FOR
PROJECTS LOCATED IN
THE COASTAL ZONE ONLY

Notice of Pending Permit

A coastal permit application for development on this site is pending before the county of Mendocino.

Proposed Development: _____

Location: _____

Applicant: _____

Assessor's Parcel Number: _____

Date Noticed Posed: _____

For Further Information, Please Contact the Planning and Building Department:

COUNTY OF MENDOCINO PLANNING & BUILDING SERVICES

860 North Bush Street

UKIAH, CA 95482

707-234-6650

pbs@mendocinocounty.org

HOURS: 8:00 - 5:00

COMPLETE FOR
PROJECTS LOCATED IN
THE COASTAL ZONE ONLY

DECLARATION OF POSTING

At the time the application is submitted for filing, the applicant must **Post**, at a conspicuous place, easily read by the public and as close as possible to the site of the proposed development, notice that an application for the proposed development has been submitted. Such notice shall contain a general description of the nature of the proposed development and shall be on the standard form provided in the application packet. If the applicant fails to post the completed notice form and sign the **Declaration of Posting**, the Department of Planning and Building Services cannot process the application.

As **Proof of Posting**, please sign and date this Declaration of Posting form when the site is posted; it serves as proof of posting. It should be returned to the Department of Planning and Building Services with the application.

Pursuant to the requirements of Section 20.532.025(H) of the Mendocino County Code, I hereby certify that on _____ (date of posting), I or my authorized representative posted the "NOTICE OF PENDING PERMIT" for application to obtain a Coastal Development Permit for the development of:

(Description of development)

Located at:

(Address of development and Assessor's Parcel Number)

The public notice was posted at:

(A conspicuous place, easily seen by the public and as close as possible to the site of proposed development)

Owner/Authorized Representative

Date

(A copy of the notice which was posted shall be attached to this form).

NOTE: YOUR APPLICATION CANNOT BE PROCESSED UNTIL THIS "DECLARATION OF POSTING" IS SIGNED

Coastal Zone Development

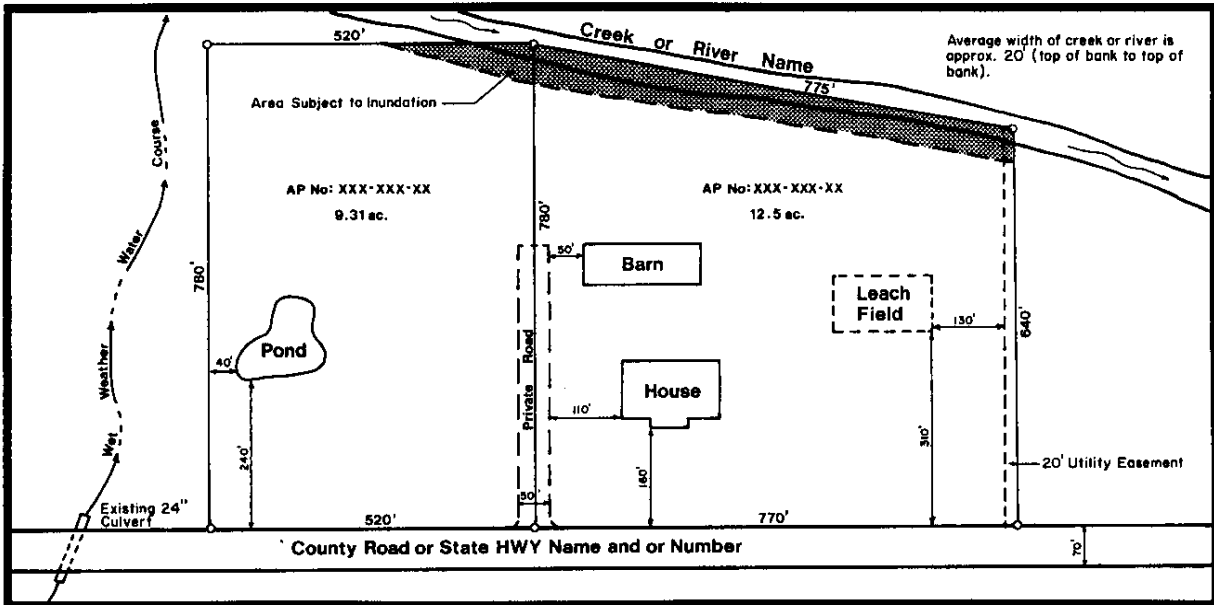
Complete for projects located in the coastal zone only

List all property owners within 300 feet and occupants within 100 feet along with the corresponding Assessor's Parcel Number for each owner/occupant. **This form must be typed.**

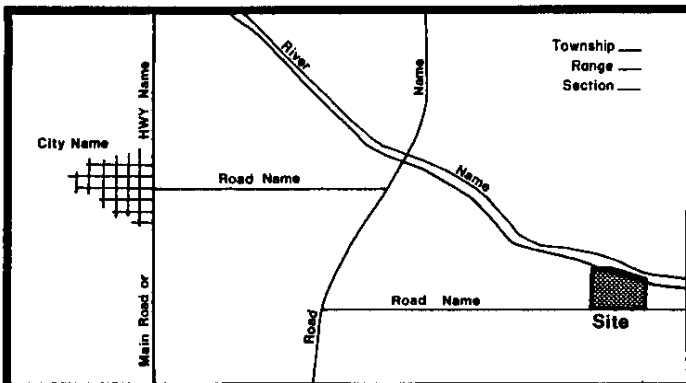
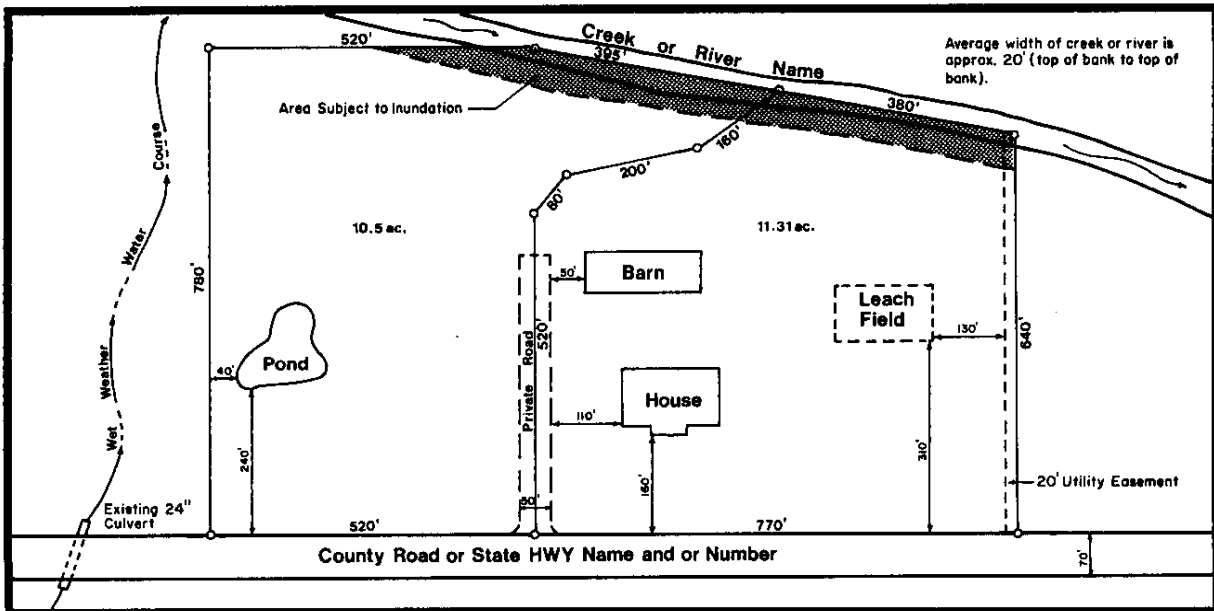
AP# 000-000-00 Last name, First name Street address City, state zip		

SAMPLE: Boundary Line Adjustment Map

Existing Parcel Configuration



Proposed Parcel Configuration



0 200 ft. Scale

- Note: 1. The boundaries of land to be transferred are to be marked in red.
- 2. The map and its elements (excluding the location map) must be drawn to the scale shown on the particular map.
- 3. Actual image size of your map may be larger than this example. However the minimum sheet size is 8.5" x 11".
- 4. Refer to the application form for specific map content requirements.

Owners: Name _____ Map Prepared by: Name _____
 Address _____ Address _____
 Phone No. _____ Phone No. _____

Map prepared on August 26, 1992