



BOUNDARY LINE ADJUSTMENT APPLICATION GUIDE

SISKIYOU COUNTY PLANNING DIVISION
806 South Main Street, Yreka CA 96097
Phone: (530) 841-2100 / Fax: (530) 841-4076

WHAT IS A BOUNDARY LINE ADJUSTMENT?

A Boundary Line Adjustment is a moving of a lot line(s) between two or more parcels which does not create any additional parcels.

WHO NEEDS A BOUNDARY LINE ADJUSTMENT?

A Boundary Line Adjustment is recommended to increase or decrease existing parcels as long as the parcel size meets the zoning requirements. Boundary Line Adjustments are used to correct minor trespasses (i.e., building a garage over the line) or to add acreage to a parcel for the owner's convenience.

HOW DO I OBTAIN A BOUNDARY LINE ADJUSTMENT?

The Siskiyou County Planning Division, 806 S. Main St., Yreka, will provide you with the application and zoning information. Application forms are also available online. The application must be completed by a Registered Professional Engineer, Surveyor, Architect or Professional Planner. It is reviewed by County Planning and other County departments prior to action by the Deputy Director of Planning or, if appealed, action by the Planning Commission.

WHAT KIND OF INFORMATION MUST I PROVIDE ON THE APPLICATION FORMS?

A detailed plot plan must be submitted showing accurate existing and proposed lot dimensions, access points to all parcels and easements and approximate locations of existing and proposed improvements (i.e., buildings), slopes, streams, ponds, wells, septic tank systems, flood prone areas and a sketch showing the general location of the project in the neighborhood. Other information required includes the names and addresses of landowner and representative, Assessor's parcel number, zoning, Preliminary Title Report showing record title interest no more than 6 months old, and photographs if necessary.

HOW MUCH WILL THE APPLICATION PROCESS COST?

Planning Department - The Siskiyou County Planning fees can be obtained from the third page of the Department's Application for Development Review. Also Section 10-6-1601 of the County Code also provides additional information on development fees. Planning fee checks should be made payable to Siskiyou County.

Siskiyou County Clerk – **(OPTIONAL)** May be paid upon project final approval by Deputy Director of Planning for posting of NOE by county clerk. Checks should be made payable to Siskiyou County Clerk.

Siskiyou County Public Health Department - Most projects require Environmental Health Department sewer and water clearance prior to filing the Planning Department application. Please contact the Siskiyou County Environmental Health Department to determine the fee and obtain the application requirements.

Siskiyou County Public Works Department - In order to defray the cost of the Public Works engineering review, the Planning will collect a fee set by application type. This fee can be obtained from the third page of the Application for Development Review form. Please note that the fee has been set to cover the cost of the average application. Certain applications will require additional review and an additional deposit will be required against which the costs of the additional review will be billed. Section 10-6.1601 of the County Code provides additional information on how this is calculated. The initial fee must be included with Planning's application fee (check made payable to Siskiyou County).

The above fees **do not include** the costs incurred for a representative for preparing the application and legal descriptions or the local title company for final processing and recording of the legal descriptions and deeds reflecting ownership. The legal description must be prepared and submitted by either a Licensed Land Surveyor, or a Registered Civil Engineer that is licensed to practice land surveying (registered in California prior to 1982) and be accompanied by a map showing the parcel(s) as depicted on the legal description. When ordering your Preliminary Title Report for this application, please instruct your title company to keep your order "open." Failure to do so may result in additional charges by the title company at the end of the Boundary Line Adjustment process.

HOW LONG WILL THIS TAKE?

The Boundary Line Adjustment will take 30-45 days depending upon when the application is accepted by County Planning. This precludes an appeal period between approval and final recording.

WHO REVIEWS AND WHO APPROVES THIS APPLICATION?

County Planning coordinates its review with the Public Works Department, the Environmental Health Division and the Assessor's Office, plus any other agency who may be affected including any applicable Property Owners Association/Homeowners Association. The Deputy Director of Planning makes the decision on the application. This decision can be appealed to the Planning Commission.

WHEN WILL MY BOUNDARY LINE ADJUSTMENT BE COMPLETED

The Boundary Line Adjustment is complete when a notice and legal descriptions of the new parcels are recorded by the title company designated by the applicant. You must provide property descriptions of the parcels as they are to exist to the Planning Division. County Planning will transmit those approved descriptions and appropriate instructions necessary for completion of the Boundary Line Adjustment to the Title company you have indicated. Any action to record must be after the 10 day appeal period has passed. When all requirements are met, the Title Company will proceed with recording thereby completing the Boundary Line Adjustment.

FOR STAFF USE ONLY

Application Number – BLA -

End of Review Period -

SUPPLEMENTAL APPLICATION INFORMATION

- I. Township _____ Range _____ Section(s) _____
- II. MAP: The map is to be drawn to scale by a license engineer or surveyor on an 8-1/2 x 14" plat showing North Point, dimensions, acreage of adjusted portion and all information required herein. (See sample map on last page.)
- III. Existing and Proposed Parcel Information:

Original Acreage	Adjustment	Final Acreage	APN	Owner

VI. Explain purpose of the Boundary Line Adjustment:

V. DESIGN AND IMPROVEMENT

Show the following items on your Boundary Line Adjustment Map: All items may not apply to your map. Check all items that are applicable to your map.)

_____ Street alignments, grades, widths.

- _____ Drainage and sanitary facilities and utilities, including alignments and grades thereof.
- _____ Location and size of all required or existing easements and rights-of-way.
- _____ Fire roads and firebreaks.
- _____ Lot size and configuration.
- _____ Traffic access.
- _____ Grading.

VI. FLOOD WATER DRAINAGE CONTROL

Yes No Are there any natural or man-made water sources on the property? (If yes, show high water mark on the map.)

VII. IS THE PROPERTY SUBJECT TO SATURATION DUE TO:

- Yes No Springs
- Yes No Seeps
- Yes No Irrigation Ditches
- Yes No Surface Water
- Yes No OTHER

(If you answer yes to any of the above, show location on map.)

VIII. ACCESS

To avoid any delay in the processing of this application, all evidence of access from a public road to your Boundary Line Adjustment must be submitted with your application. For any questions concerning the access, contact:

Department of Public Works
 1312 Fairlane Road
 Yreka, California 96097
 Phone: 530-842-8250

XI. ACCESS TO THIS BOUNDARY LINE ADJUSTMENT

- _____ Frontage on County road # _____ (normal minimum 60')
- _____ Frontage on State Highway (normal minimum 60')
- _____ USFS Road # _____
- _____ Existing easement across private property.
- _____ Proposed easement across private property.

Must be substantiated by deeds or other evidence submitted with this application. Easement is normally required to be 60' wide along a buildable alignment subject to approval of the Department of Public Works.

IMPORTANT - SHOW CLEARLY ALL EXISTING ROADS AND PROPOSED ACCESS ON YOUR BOUNDARY LINE ADJUSTMENT MAP.

X. WATER SUPPLY AND SANITARY DISPOSAL FACILITIES

Applicants shall include a signed statement from the Public Health Department verifying they have received sufficient information to fully evaluate the proposed project. This form (included in this packet) shall be used for all applications regardless of the type of sewer and water supply as part of an application packet submitted to the Planning Division. Applications will not be accepted without this form.

- Projects served by **both** community water and sewer systems do not require Public Health Department clearance prior to submitting an application packet.

XI. PROPERTY OWNERS ASSOCIATION/HOMEOWNERS ASSOCIATION: (If not applicable, please indicate as such.)

Name of Property Owners Association or Homeowners Association Phone Number

Address Contact Person

XII. PHOTOGRAPHS - May be required to properly describe proposed application.

**PLEASE READ IMPORTANT NOTICES
ON THIS PAGE**

OPEN RANGE NOTICE

Siskiyou County is an Open Range county. You must fence livestock out! Copies of the laws affecting your property are available in the offices of the Planning Department and the Building Inspector. These laws do affect your property and you should be aware of their provisions.

**NOTICE TO APPLICANTS REGARDING SISKIYOU COUNTY'S POLICY
PERTAINING TO AGRICULTURAL OPERATIONS**

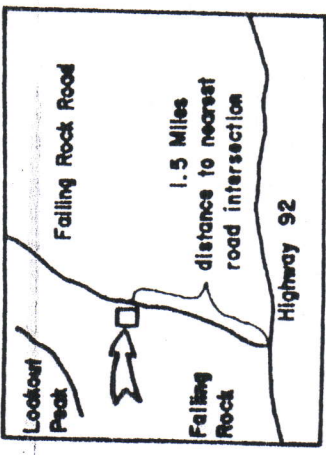
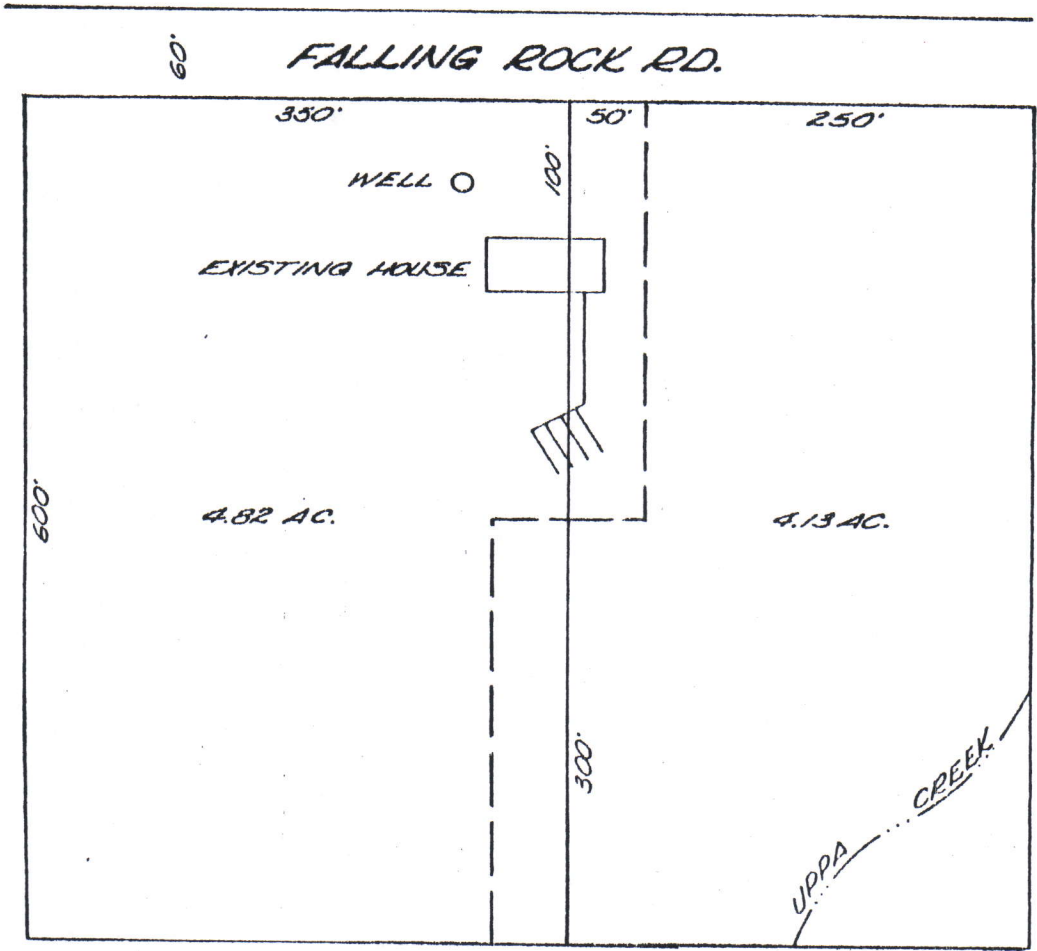
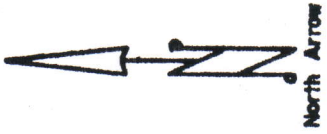
Siskiyou County has established agriculture as a priority use on productive agricultural lands, and residents of property in agricultural districts should be prepared to accept some inconvenience or discomfort from normal and necessary farm operations.

It will be recognized that the property in question may be in the vicinity of property utilized for agricultural purposes and residents of the development may be subject to the inconvenience or discomfort arising from the use of agricultural chemicals including herbicides, pesticides, and fertilizers; and from the pursuit of agricultural operations including plowing, spraying, pruning, and harvesting, which occasionally generates dust, smoke, noise and odor.

SAMPLE BOUNDARY LINE ADJUSTMENT MAP

(Please use BLACK INK)

— — — — — EXISTING LINES
 - - - - - PROPOSED LINES



Twp. _____ Range _____ Section _____

LOCATION SKETCH

Drawn relative to roads, creeks and other landmarks so that it may be located in the field. Distance must be shown to the nearest 1/10 of a mile.

All of the following information must be illustrated on the map.

1. Approximate outlines and dimensions of parcels.
2. Number each parcel and indicate area in acres or square feet.
3. Approximate slope of land (Direction and percent).
4. Show proposed access to all parcels and indicate any existing and/or proposed easements.
5. Indicate any roads fronting on or running through the property.
6. Show approximate location of any water course or impoundments.
7. Indicate areas which are subject to flooding and any proposed control measures (if applicable).
8. Approximate location of existing and proposed building and label according to present/proposed usage.
9. Approximate location of existing wells and septic systems.
10. Additional information required in items I-X of this application form.
11. Dashed line showing proposed boundary.
12. Label lines to be removed, or altered, and new lines.