

City of Fortuna  
621 11<sup>th</sup> Street  
Fortuna, CA 95540  
(707) 725-7600

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### LOT LINE ADJUSTMENT APPLICATION

**Applicant**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
email: \_\_\_\_\_

**Agent**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
email: \_\_\_\_\_

**Project Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit with the application the following:

- a. 12 copies of the plot plan.
- b. Digital copy provided on flash drive or emailed to the City Planner.
- c. Legal description of the property - Title Report and Deeds for all properties involved
- d. Letter from all property owners involved - Or signatures below of all owners.
- e. Filing fee/deposit of \$325.00\*

**\* Actual cost will be charged based on time and materials. Additional deposit will be collected once the fee shown is reached. Maximum fee will be no more than one additional deposit or twice the amount shown.**

I hereby certify that this plot plan and all information contained within this application is accurate to the best of my knowledge and belief. I understand that acceptance of this application and payment of fees does not certify completion of the application, and agree to supply any further information required by the City for the purposes of review of this project proposal, until the application is deemed complete. I further understand that a legal description, consistent with the approved plot plan and prepared by a civil engineer licensed in the State of California, must be approved by the City of Fortuna and subsequently filed and recorded with the County Recorder of the County of Humboldt prior to one year from the date of tentative map approval.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF FORTUNA  
SITE PLAN AND TENTATIVE MAP CHECKLIST

The purpose of this checklist is to explain what information must be on your site plan or tentative subdivision map. A site plan is a map used to evaluate use permit, variance, and rezoning applications. A tentative map is used in applications involving lot line adjustments, resubdivisions, minor subdivisions (4 or fewer lots), and major subdivisions (more than 4 lots). A site plan can be drawn on paper either 8 1/2 x 11 or 18 x 26 inches in size. A tentative subdivision map must be at least 18 x 26 inches in size. The following information has to be shown on the map. If the item applies, the boxes should be checked. If it does not apply, the box should be marked with N/A.

**SITE PLANS AND TENTATIVE SUBDIVISION MAPS:**

- Applicant's name and address, and person who prepared the map
- Brief project description
- Parcel(s) size and dimensions
- Date, north arrow, scale, and assessor's parcel number
- Existing and proposed structures and distances to property lines and easements
- Existing and proposed driveways and adjacent roads
- Existing and proposed utility lines (power, cable, telephone, sewer, and water)
- Existing and proposed wells
- Existing and proposed parking and loading areas including dimensions
- Existing and proposed storm drains, drainage ditches, curbs and gutters
- Existing and proposed landscaping
- Proposed grading or fill
- Direction of surface water runoff
- Locations and widths of all easements of record and proposed easements
- Areas subject to flooding, creeks, and wet areas
- Unstable slopes and slopes over 15%
- A reduced 8 1/2 x 11 copy of the site plan

**TENTATIVE SUBDIVISION MAPS**

**Lot Line Adjustments**

- Proposed property lines to be added or deleted

**Minor and Major Subdivisions**

- Contour lines at 2' intervals for slopes less than 5%, and 5' for slopes greater than 5%
- Names of all adjacent owners
- A statement that all easements of record are shown on the tentative map and will appear on the recorded map
- Widths of existing and proposed rights-of-way including adjacent streets
- Size and location of roads within and next to the subdivision
- Proposed method of sewage disposal and water supply
- Nearest fire hydrant, parcel numbers, and a vicinity map
- Proposed phasing of the parcels and/or improvements
- Any proposed public areas