

# LOT LINE ADJUSTMENT APPLICATION



**Planning Department**  
1480 Main Street  
St. Helena, CA 94574  
(707) 968-2749

For additional information, Zoning, forms & documents please visit us on the web at: [www.cityofsthelema.org](http://www.cityofsthelema.org)

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**Office Use Only - Do Not Write in this Area**

File Number \_\_\_\_\_

General Plan \_\_\_\_\_ Zoning \_\_\_\_\_

Background Files \_\_\_\_\_

Related Applications \_\_\_\_\_

Application Fee \$ \_\_\_\_\_ PHN \_\_\_\_\_ Labels \_\_\_\_\_

Total Fees Received \$ \_\_\_\_\_ Received By \_\_\_\_\_

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*Please Type or Print*

Site Location \_\_\_\_\_

<u>APN</u>	<u>Parcel Area Before</u>	<u>Parcel Area After</u>	Name
____-____-____	_____	_____	_____
			(Property Owner/s First & Last Name)
			Mailing Address _____
			City _____ State ____ Zip _____
			Phone _____
			Email _____

<u>APN</u>	<u>Parcel Area Before</u>	<u>Parcel Area After</u>	Name
____-____-____	_____	_____	_____
			(Property Owner/s First & Last Name)
			Mailing Address _____
			City _____ State ____ Zip _____
			Phone _____
			Email _____

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**Applicant Information:**

Name \_\_\_\_\_

(Applicant First & Last Name)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**NOTE:** Additional property owners and/or applicants (name, address, phone number, and signature) shall be attached to the application. In the case of a partnership, all general and limited partners shall be identified. In the case of a corporation, all shareholders owning 10% or more of the stock and all officers and directors shall be identified.

I, \_\_\_\_\_, hereby file this application for a development project and agree to pay any and all processing fees imposed by the St. Helena Municipal Code and City Council Resolutions (as they may be amended from time to time).

**In the event the property owner is different from the applicant, the property owner must sign to indicate her/his/its consent to the filing and agreement to be liable with the applicant for payment of the processing fees.**

In the event the City is required to take legal action to enforce any of the terms and conditions of this application, Applicant and Property Owner agree to pay to City reasonable attorney fees and costs incurred in such action.

We, the owner and the applicant, will defend, indemnify and hold the City, its agents, officers, and employees harmless from any claim, action or proceeding to attack, set aside, void or annul an approval of the City concerning the project, as long as the City promptly notifies the applicant of any such claim, action or proceedings and the City cooperates fully in the defense. We have also reviewed the requirement to disclose the complete list of partners and/or shareholders.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Property Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Property Owner's Signature: \_\_\_\_\_

**INFORMATION FOR FILING A COMPLETE LOT LINE ADJUSTMENT/LOT MERGER APPLICATION**

A Lot Line Adjustment/Lot Merger map may be submitted and approved for a boundary adjustment which does not create a greater number of lots than originally existed if each of the proposed lots meets all the requirements of local building and zoning ordinances, the St. Helena Municipal Code, and the General Plan.

**\* NOTE – 4 sets of full sized plans, 4 sets of reduced sized plans (11” x 17”), and a digital copy are required. When the matter is scheduled for hearing, after initial review by the Planning Department, 8 sets of reduced sized plans (11” x 17”), and 8 copies of all other reports, including water and title reports as well as any other submissions are required.**

Applicants for a Lot Line Adjustment/Lot Merger approval shall submit the following information to the Planning Department (Section 25.41, St. Helena Municipal Code):

- APPLICATION FORM**, signed by all parties having a record title interest in the involved properties.
- WRITTEN STATEMENT**, signed and dated, explaining the reasons for and details of each Lot Line Adjustment/Lot Merger requested.
- MAILING LIST** of all owners of property within a 300’ radius of the subject property, prepared and certified by a title company & **2 sets of MAILING ADDRESS LABELS for each property listed.**  
*\* The Planning Department can offer this service for an additional fee of \$200.00 paid at the time of submittal.*
- LOT LINE ADJUSTMENT MAP** drawn to scale.  
Measurements shall be identified by feet, square feet, or acres (to the nearest tenth.) The following shall be shown on the map:
  - All exterior and interior lines, identified by course and bearing description that is based on survey data, calculated data, or information of record
  - Proposed and existing lines, clearly identified with a written notation or in the legend
  - Location of existing structures (including dimensions and floor area of structure(s); distance between structures(s); and distance from existing structure(s) to the boundaries of the new parcel
  - The location of physical features (walls, septic systems, existing drainage structures, water courses, public improvements, utilities, vehicular access, trees, and topography. This shall include a clear indication of the distance of said features from the boundaries of the new parcels
  - The location, purpose, and width of all existing and proposed easements, streets, and appurtenant utilities
  - A reference to prior parcel maps or prior Lot Line Adjustments on the subject property
  - A copy of any existing Williamson Act agreements affecting the subject properties
- GRADING** plans/contour maps.

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<input type="checkbox"/> Processing fee:	<b>\$3,000</b>
<input type="checkbox"/> Public Hearing Notice:	<b>\$ 400</b>
<input type="checkbox"/> Request Preparation of Mailing Labels:	<b>\$ 200 *(Additional Fee)</b>