



CASE NO.: \_\_\_\_\_

▪ City of Portola ▪  
35 Third Avenue ▪ Portola, CA ▪ 96112  
(530) 832-4216 ▪ (530) 832-5418-fax ▪ www.ci.portola.ca.us

### LOT LINE ADJUSTMENT APPLICATION

**Title Co.:**

\_\_\_\_\_ Contact Name \_\_\_\_\_ Phone Number

\_\_\_\_\_ Street Address \_\_\_\_\_ City, State, Zip Code

**Parcel 1:**

\_\_\_\_\_ Property Owner(s) \_\_\_\_\_ Phone Number

\_\_\_\_\_ Street Address \_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_ Signature(s)

\_\_\_\_\_ APN \_\_\_\_\_ Present Area \_\_\_\_\_ Change in Area \_\_\_\_\_ Resultant Area

**Parcel 2:**

\_\_\_\_\_ Property Owner(s) \_\_\_\_\_ Phone Number

\_\_\_\_\_ Street Address \_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_ Signature(s) \_\_\_\_\_ Assessor's Parcel Number

\_\_\_\_\_ APN \_\_\_\_\_ Present Area \_\_\_\_\_ Change in Area \_\_\_\_\_ Resultant Area

**Parcel 3:**

\_\_\_\_\_ Property Owner(s) \_\_\_\_\_ Phone Number

\_\_\_\_\_ Street Address \_\_\_\_\_ City, State, Zip Code

\_\_\_\_\_ Signature(s) \_\_\_\_\_ Assessor's Parcel Number

\_\_\_\_\_ APN \_\_\_\_\_ Present Area \_\_\_\_\_ Change in Area \_\_\_\_\_ Resultant Area

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

Number of resultant parcels: \_\_\_\_\_

**CASE NO.:** \_\_\_\_\_

**Present Property Use/Zone Classification:** \_\_\_\_\_

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

I certify that the information provided is correct and waive any action against the City of Portola in the event the City's action is set aside due to erroneous information provided herein.

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**REQUIRED MATERIALS**

- Legal description of existing and resulting parcels on an 8½ x 11" paper, prepared and stamped by a licensed land surveyor or qualified engineer.
- A plat drawn to scale depicting the parcels being divided and any improvements and utilities adjacent to the adjusted lines.
- Written concurrence of the owners of the affected parcels, with their completed names and mailing addresses.
- Certificate from the Tax Collector indicating that there are no liens against the parcel(s) for the State, County, municipal, or local unpaid taxes or special assessments collected as taxes, except taxes or special assessments not yet payable.
- Lot book guarantees showing current owners and trust deeds, if any, for each of the affected parcels.
- Other items as required by the City Planning Department or City Engineer. \_\_\_\_\_  
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