



City of Ojai
Community Development Department

Project \_\_\_\_\_
Received \_\_\_\_\_
Date \_\_\_\_\_

PLANNING COMMISSION/ CITY COUNCIL

- Concept Review, Design Review Permit, Conditional Use Permit, Sign/Sign Plan, Lot Line Adjustment, Tentative Parcel/Tract Map, Text Amendment, Zone Change, Variance, Other

OWNER INFORMATION:

Project Address: \_\_\_\_\_ PROJECT I.D. # \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_ Zone: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

REPRESENTATIVE:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

AFFIDAVIT:

I declare that I am the owner / representative (indicate one) of the property involved in this application and that the information submitted herein is true and correct. I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true and complete. I further declare I understand that prior to determining the project hearing date; the City has 30 days to deem the application complete or incomplete. I acknowledge and agree that the City of Ojai is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits, including but not limited to any litigation costs. I will be notified of the meeting date(s) set for the above matter and that I am to appear, either personally or by my representative, at such meetings(s).

Signature of Property Owner
Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.
Date



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## LOT LINE ADJUSTMENT APPLICATION

**MINIMUM SUBMITTAL REQUIREMENTS:**

- Completed application form signed by property owner, or letter authorizing representative to sign.
- Cover letter or memo noting/listing all submitted materials (this is mandatory for initial submittal and any resubmittals)
- Filing Fee Base Fee \$450.00 + \$225 per hour
- Site Plan-4 sets
- Property Owner (300-foot radius) mailing labels.
- Sketch map (4 copies), suitable for recordation, prepared by a licensed surveyor, see example
- New legal descriptions suitable for recordation, prepared by a licensed surveyor for each parcel affected by the Lot Line Adjustment.
- New Deeds of Trust (2 copies), between all financial institutions having interest in the properties and the property owners.
- Grant Deeds (2copies), proposed to effectuate the title transfer between the property owners. Not required if only one owner for all parcels.
- Original Owner’s Certificate signed and notarized by each property owner.
- Recent Preliminary Title Report (2 copies), no more than 1 month old showing evidence of insurability and current owner.

Number of lots affected by the Lot Line Adjustment: \_\_\_\_\_

Assessors Parcel Numbers of all lots involved: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Minimum Lot Area under exiting zoning: \_\_\_\_\_

Reason for requesting Lot Line Adjustment: \_\_\_\_\_

\_\_\_\_\_

Provide Names, Addresses and Phone Numbers of each Owner of each lot involved in the Lot Line Adjustment:

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

Once the City approves the Lot Line Adjustment as acceptable, a document, Lot Line Adjustment, will be prepared and signed by City Staff and recorded with the Ventura County Recorder's Office. Recordation of the approved Lot Line Adjustment by the City of Ojai DOES NOT TRANSFER TITLE, it only records the approval by the City. It is the property owners' responsibility to record the appropriate documents to transfer title of properties. Transfer of title in the old, pre-adjustment lot configurations will constitute an illegal land division under the Subdivision Map Act.

**PLANS:**

All plans must be drawn at standard Architect or Engineer's scale and the scale and scale bar must be noted on the plans. The Designer's/Architect's/Engineer's name, address, phone number, and State License Number shall be noted on the plans. All plans shall be folded and in sets.

**Site Plan – Shall include, at a minimum:**

- Existing and Proposed Lot Lines with dimensions
- References to Recorded Maps and/or Deeds
- Lot Area of each Lot as Recorded and after Adjustment
- Easements of Record
- North Arrow
- Adjacent streets and name of each street, (depict full ROW, dimension and call out all improvements: paved roadway, sidewalks, curbs, gutters, street trees, landscaping, etc.)
- Points of access (vehicle and pedestrian) from each street
- All property lines and their dimensions
- All easements affecting the property
- All existing and proposed buildings, their dimensions, and their setbacks from property lines
- All existing and proposed paved surfaces (and surface materials to be used), including walks, driveways, patio slabs, etc.
- All existing and proposed landscaped areas, and all existing trees plotted and identified by species and diameter
- All trees on and adjacent to project site that could be impacted from the proposed project
- All existing and proposed parking spaces and their dimensions, all loading areas, and bicycle parking (for non-residential)
- All trash enclosure and recycling facility locations
- All existing and proposed ground-mounted (monument) signs and their dimensions
- All existing and proposed utility lines, pad, ground, or wall-mounted equipment, utility vaults, sewer, water, electrical, transformers, backflow preventers, gas meters, free standing mailboxes, etc.
- Type and location of exterior lighting
- Footprint of all buildings on lots directly abutting this site – up to 100 ft beyond property lines for large parcels