



CITY OF WHEATLAND

111 C Street, Wheatland, CA 95692

Phone: 530-633-2761 Fax: 530-633-9102

LOT LINE ADJUSTMENT APPLICATION PROCESS

APPLICABILITY

The lot line adjustment process is described in Section 17.01.080 of the Wheatland Municipal Code (Title 17 SUBDIVISIONS, also referred to as the Subdivision Ordinance).

PURPOSE

The lot line adjustment process is intended solely for adjustment in the boundary lines between two or more parcels in instance where no additional parcels are created. This process may also be used to dissolve property lines.

Due to the relatively simple nature of lot line adjustments, applications are handled administratively (i.e. principally the City Engineer) in order to expedite processing. Referral to the Planning Commission and City Council is not required, except in instances of an appeal of an administrative determination, in which case the application will be referred to the City Council.

PROCESS

1. Pre-application Review (optional)

This is an optional step recommended by staff. This step can include a review of a preliminary plans and/or a meeting with City staff as a means of providing initial feedback to the prospective applicant. Staff may provide feedback in verbal and/or written form. Any feedback provided at this preliminary only, and subject to further refinement or change in the formal review process.

A cash deposit is required to cover City consult staff time which will be billed to the prospective applicant at prevailing hourly labor rates.

2. Application Completeness Check

- a. Applicant submits all material as required by the Subdivision Ordinance, Universal Planning Application Form, plans, other written materials, and all required fees and deposits. Two (2) copies of all materials are required.
- b. Within 30 days of submission at City Hall, the City Engineer previews application materials in order to determine whether the application includes all information required by the
- c. Subdivision Ordinance. At his discretion, the City Engineer may refer application materials to the Planning Director, or other staff, to obtain options regarding application completeness.

- d. If the application is deemed to be incomplete, the City Engineer will provide a written explanation of deficiencies to the applicant within 30-day review period. The 30-day review period re-starts once addition materials are submitted.
- e. Following notification of the applicant, incomplete applications are held without processing until such time as all deficiencies are corrected. (All administrative decisions are subject to appeal, as set forth herein and the Wheatland Municipal Code.)

3. Application Processing

- a. Once the application has been deemed complete, the City Engineer may direct City Hall staff to distribute materials to selected staff with a transmittal memorandum from the City Engineer which specifies the date by which response is needed, and any other relevant information. (Referral to other staff may not be necessary)
- b. Each staff member provided a set of application materials evaluates the application in accordance with his area of responsibility, in accordance with standards contained in the Subdivision Ordinance.
- c. Staff members provide written comments and recommendation to the City Engineer within the time frame specified in the transmittal memorandum.
- d. The City Engineer makes an environmental determination, as required by the California Environmental Quality Act (CEQA). In most instances, lot line adjustments are expected to be categorically exempt from the requirements of CEQA. If, in the judgment of the City Engineer, the application is not categorically exempt the application will be referred to the Planning Department for preparation of Initial Study, pursuant to CEQA requirements.
- e. Upon finding that the lot line adjustment request complies with City regulations. The City Engineer executes a City Engineer's Certificate approving the adjustment.
- f. Upon execution of City Engineer's Certificate Approving Lot Line Adjustment, City Engineer shall forward approve legal description(s) and executed Certificate to owner's title company for recording. Upon recording, Title Company shall forward copies of recorded Certificate of Approval and new grant deeds to City Engineer. It is the responsibility of the applicant and/or the applicant's title company, to assure recordation of the Certificate and new deeds within the 81-day approval period.

APPEALS

Administrative decisions may be appealed to the City Council within ten (10) days of staff's determination

SUBMITAL REQUIREMENTS

A complete application consists of the required application form, plans, documentation and required fees and deposits, as described below.

1. Forms:

Universal Planning Application Form with Lot Line Adjustments Number obtained from Yuba County Planning Department.

2. Plans:

A plat (on paper 8 ½ x 11 or larger) drawn to scale and prepared by a resisted civil engineer or land surveyor shall include the following information:

- a. Current and proposed parcel lot line configurations. (All parcels should be identified with a number or letter.)
- b. Locations and dimensions of all existing and propped above-ground structures, and all underground structures, including well and septic tanks.
- c. Names, locations, and widths of all adjoin streets.
- d. Locations and widths of all recorded easements.
- e. Names and addresses of all record owners
- f. Name and address of plat preparer.
- g. Lot Line Adjustment Number (obtained from Yuba County Planning Department)
 - Note: All plans must be folded by the applicant to size of 8 ½ x 11". Two (2) sets are submitted initially.

3. Documentation

The following documents shall accompany the application:

- a. Current Parcel Map Guarantee for all properties affected.
- b. Title report (prepared within the past 6 months.)
- c. Legal description of proposed parcel configurations prepare by a registered civil engineer or land surveyor.
- d. Owner or owner's representative shall provide confirmation of written request to the County Assessor for boundary line adjustment. (See attached form)

4. Required Fees and Deposits

Consult City Hall for current fees and deposit requirements.

TIME REQUIRED FOR PROCESSING

Following are processing time limits established by state law:

- Maximum time to determine application completeness: 30 days
- Maximum time to either approve or deny application: 105 days (Negative Declaration)
- Maximum time to either approve or deny application: 1 year (Environmental Impact Report)

Note: The preceding time limits are the maximum allowable as specified by state law, unless waived in writing by the applicant. In some instances, applications may be processed in less time than described above. In all instances, applications will be processed as quickly as possible.

FEES

City of Wheatland processing fees are intended to cover all costs typically incurred by the City in processing of applications. Fees are based on estimates of the City's administrative costs; a cash deposit is required to cover City consultant staff time which will be billed to the applicant at prevailing hourly labor rates. Applicants may be required to make additional deposits in instances where processing costs exceed initial deposit amounts.

ADDITIONAL INFORMATION

For additional information concerning planning application requirements and procedures, contact Wheatland City Hall at 530-633-2761 or Dane Schilling Consulting City Engineer, at 530-888-9929.



Mr. Tim Raney, Director
City of Wheatland Community Development
111 C Street
Wheatland, CA 95692

Re: Lot Line Adjustment No. 2019-0004 Applicant Letter of Authorization

At the last regular Board meeting of May 16, 2019, the governing Board of the Wheatland School District approved the preparation of this letter to authorize the Yuba County Office of Education to serve as an authorized agent on the City of Wheatland Lot Line Adjustment Application No. 2019-0004.

The application proposes the modification of existing property boundaries to conform with existing improvements constructed on contiguous properties vested in the Yuba County Office of Education (*Assessor's parcels 015-500-005*), Wheatland School District (*Assessor's parcels 015-271-009 & 015-271-016*) and Wheatland Elementary School District (*Assessor's parcel 015-500-004*).

The Wheatland School District is the governing Board for properties vested in both Wheatland School District and Wheatland Elementary School District as shown on the application.

Please contact this office if you have questions or need additional information.

Sincerely,

Craig Guensler, Superintendent
Wheatland School District

ENGINEER/SURVEYOR:

MHA, INC.
1204 'E' STREET
P.O. BOX 78
MARYSVILLE, CA 95901
PHONE: (530) 748-4800
ATTN: Dave Heister and/or
Bill Shah (530) 748-6485
manning@mha-inc.com

APPLICANT:

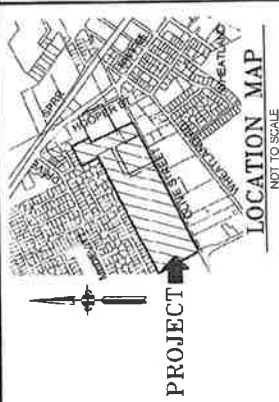
YUBA COUNTY OFFICE OF EDUCATION
935 14TH STREET
MARYSVILLE, CA 95901
PHONE: (530) 748-4800
ATTN: Dave Heister and/or
Bill Shah (530) 748-6350
billshah@ycoed.net

OWNERS:

WHEATLAND SCHOOL DISTRICT
111 MAIN STREET
WHEATLAND, CA 95692
PHONE: (530) 833-3130
Attn: Dave Heister and/or
Bill Shah (530) 833-3130
dheister@wheatlandsd.net

WHEATLAND ELEMENTARY SCHOOL DISTRICT
111 MAIN STREET
WHEATLAND, CA 95692
PHONE: (530) 833-3130
Attn: Dave Heister and/or
Bill Shah (530) 713-6350
billshah@wheatlandsd.net

YUBA COUNTY OFFICE OF EDUCATION
935 14TH STREET
MARYSVILLE, CA 95901
PHONE: (530) 748-4800
Attn: Dave Heister and/or
Bill Shah (530) 748-6350
dheister@ycoed.net



PROJECT

LOCATION MAP
NOT TO SCALE

GENERAL NOTES:

- WATER: CITY OF WHEATLAND
- SEWER: CITY OF WHEATLAND
- DRAINAGE: EXISTING UNDERGROUND COLLECTION
- BUILDINGS: TO REMAIN AS SHOWN
- EXISTING LAND USE: SCHOOL
- ZONE: R1
- EXISTING A.P. NUMBERS & AREAS:
 - APN 015-590-004 28.982 ACRES
 - APN 015-590-005 4.544 ACRES
 - APN 015-271-016 1.024 ACRES
 - APN 015-271-008 1.024 ACRES
- PROPOSED AREAS:
 - RESULTANT PARCEL A 3.814 ACRES
 - RESULTANT PARCEL B 15.104 ACRES
 - (Being a portion of 015-590-004 per 84-493 O.R. Pg 24)
 - RESULTANT PARCEL C 3.722 ACRES
 - RESULTANT PARCEL D 0.972 ACRES
- COMMUNICATIONS:
 - OWNER/APPLICANT & ENGINEER TO RECEIVE ALL COMMUNICATIONS
 - DRAFT 2-11-19

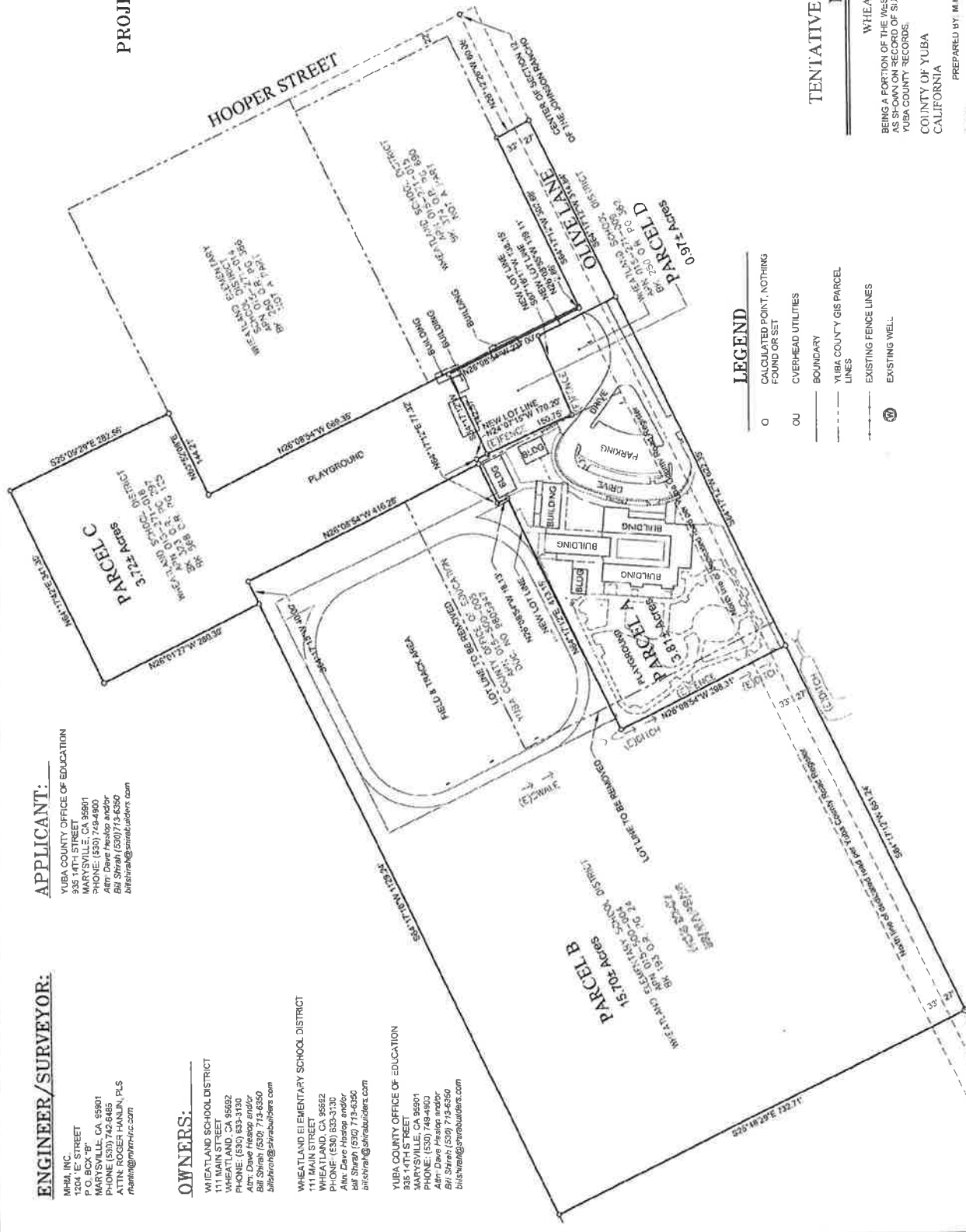
**TENTATIVE LOT LINE ADJUSTMENT
NO. 2019-0004**

FOR
WHEATLAND SCHOOL DISTRICT

BEING A PORTION OF THE WEST HALF OF SECT. 04 1/4 OF THE JOHNSON RANCHO AS SHOWN ON RECORD OF SURVEY 92-37 FILED IN BOOK 59 OF MAPS, PAGE 36, YUBA COUNTY RECORDS;

COUNTY OF YUBA
CALIFORNIA
PREPARED BY: M.H.A. INC., 1204 'E' STREET, MARYSVILLE, CA 95901
SCALE: 1" = 100'

19-07E SHEET 1 OF 1



LEGEND

- O CALCULATED POINT, NOTHING FOUND OR SET
- OU OVERHEAD UTILITIES
- BOUNDARY LINES
- YUBA COUNTY GIS PARCEL LINES
- EXISTING FENCE LINES
- EXISTING WELL



CITY OF WHEATLAND

111 C Street, Wheatland, CA 95692

Phone: 530-633-2761 Fax: 530-633-9102

UNIVERSAL PLANNING APPLICATION FORM

OWNER

Wheatland School District

PROPERTY OWNER

111 Main Street

MAILING ADDRESS

Wheatland, CA 95692

CITY STATE ZIP CODE

(530) 749-4900

TELEPHONE NUMBER

E-MAIL ADDRESS

APPLICANT (If different from owner)

Yuba County Office of Education

PROJECT APPLICANT

935 14th Street

MAILING ADDRESS

Marysville, CA 95901

CITY STATE ZIP CODE

Attn: Bill Shirah (530) 713-6350

TELEPHONE NUMBER

Attn: Bill Shirah at billshirah@shirahbuilders.com

E-MAIL ADDRESS

APPLICATION TYPE (PLEASE CHECK)

ANNEXATION

GENERAL PLAN AMENDMENT

ZONING AMENDMENT

TENTATIVE SUBDIVISION MAP

TENTATIVE PARCEL MAP

CONDITIONAL USE PERMIT

ARCHITECTURAL REVIEW

VARIANCE

LOT LINE ADJUSTMENT

Lot Line Adjustment # 2019-0004

APPEAL

OTHER _____

PROJECT DESCRIPTION

Lot Line Adjustment

PROJECT NAME (IF APPLICABLE)

801 Olive Street Wheatland, CA 95692

PROJECT ADDRESS

1.00 Acre & 3.72 Acres

TOTAL ACRES or SQUARE FEET

015-271-009 & 015-271-016

ASSESSOR'S PARCEL

EXISTING ZONING/GENERAL PLAN DESIGNATIONS: R-1 / Public Use MS (middle school)

PROPOSED ZONING/GENERAL PLAN DESIGNATIONS: R-1 / Public Use MS (middle school)

DESCRIPTION OF APPLICATION/PROJECT: The Wheatland School District proposes the modification of existing

property boundaries to fit existing site improvements as shown on the tentative lot line adjustment map prepared to

accompany this application

NAME OF AUTHORIZED AGENT: _____

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

RECEIPT NO. _____

FEE _____

DATE FILED _____

DEPOSIT _____

DATE OF COMPLETE APPLICATION _____

DATE OF ACTION _____



CITY OF WHEATLAND

111 C Street, Wheatland, CA 95692

Phone: 530-633-2761 Fax: 530-633-9102

UNIVERSAL PLANNING APPLICATION FORM

OWNER

Wheatland Elementary School District

PROPERTY OWNER

111 Main Street

MAILING ADDRESS

Wheatland, CA 95692

CITY STATE ZIP CODE

(530) 633-3130

TELEPHONE NUMBER

E-MAIL ADDRESS

APPLICANT (If different from owner)

Yuba County Office of Education

PROJECT APPLICANT

935 14th Street

MAILING ADDRESS

Marysville, CA 95901

CITY STATE ZIP CODE

Attn: Bill Shirah (530) 713-6350

TELEPHONE NUMBER

Attn: Bill Shirah at billshirah@shirahbuilders.com

E-MAIL ADDRESS

APPLICATION TYPE (PLEASE CHECK)

- ANNEXATION
- GENERAL PLAN AMENDMENT
- ZONING AMENDMENT
- TENTATIVE SUBDIVISION MAP
- TENTATIVE PARCEL MAP
- CONDITIONAL USE PERMIT

- ARCHITECTURAL REVIEW
- VARIANCE
- LOT LINE ADJUSTMENT
Lot Line Adjustment # 2019-0004
- APPEAL
- OTHER _____

PROJECT DESCRIPTION

Lot Line Adjustment

PROJECT NAME (IF APPLICABLE)

801 Olive Street Wheatland, CA 95692

PROJECT ADDRESS

28.96 Acres

TOTAL ACRES or SQUARE FEET

015-500-004

ASSESSOR'S PARCEL

EXISTING ZONING/GENERAL PLAN DESIGNATIONS: R-1 / Public Use MS (middle school)

PROPOSED ZONING/GENERAL PLAN DESIGNATIONS: R-1 / Public Use MS (middle school)

DESCRIPTION OF APPLICATION/PROJECT: The Wheatland School District proposes the modification of existing property boundaries to fit existing site improvements as shown on the tentative lot line adjustment map prepared to accompany this application

NAME OF AUTHORIZED AGENT: _____

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

RECEIPT NO. _____

FEE _____

DATE FILED _____

DEPOSIT _____

DATE OF COMPLETE APPLICATION _____

DATE OF ACTION _____



CITY OF WHEATLAND

111 C Street, Wheatland, CA 95692

Phone: 530-633-2761 Fax: 530-633-9102

UNIVERSAL PLANNING APPLICATION FORM

OWNER

Yuba County Office of Education

PROPERTY OWNER

935 14th Street

MAILING ADDRESS

Marysville, CA 95901

CITY STATE ZIP CODE

(530) 749-4900

TELEPHONE NUMBER

E-MAIL ADDRESS

APPLICANT (If different from owner)

Yuba County Office of Education

PROJECT APPLICANT

935 14th Street

MAILING ADDRESS

Marysville, CA 95901

CITY STATE ZIP CODE

Attn: Bill Shirah (530) 713-6350

TELEPHONE NUMBER

Attn: Bill SHirah at billshirah@shirahbuilders.com

E-MAIL ADDRESS

APPLICATION TYPE (PLEASE CHECK)

ANNEXATION

GENERAL PLAN AMENDMENT

ZONING AMENDMENT

TENTATIVE SUBDIVISION MAP

TENTATIVE PARCEL MAP

CONDITIONAL USE PERMIT

ARCHITECTURAL REVIEW

VARIANCE

LOT LINE ADJUSTMENT

Lot Line Adjustment # 2019-0004

APPEAL

OTHER

PROJECT DESCRIPTION

Lot Line Adjustment

PROJECT NAME (IF APPLICABLE)

801 Olive Street Wheatland, CA 95692

PROJECT ADDRESS

4.54 Acres

TOTAL ACRES or SQUARE FEET

015-500-005

ASSESSOR'S PARCEL

EXISTING ZONING/GENERAL PLAN DESIGNATIONS: R-1 / Public Use MS (middle school)

PROPOSED ZONING/GENERAL PLAN DESIGNATIONS: R-1 / Public Use MS (middle school)

DESCRIPTION OF APPLICATION/PROJECT: The Wheatland School District proposes the modification of existing property boundaries to fit existing site improvements as shown on the tentative lot line adjustment map prepared to

accompany this application

NAME OF AUTHORIZED AGENT: _____

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

RECEIPT NO. _____

FEE _____

DATE FILED _____

DEPOSIT _____

DATE OF COMPLETE APPLICATION _____

DATE OF ACTION _____