



Development Services Department

Lot Split (LS) Minor Subdivision

Applications will not be accepted any later than 12:00 p.m. on the application deadline date.

INSTRUCTIONS TO APPLICANT

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing by the Planning Department.

- a) Property Owners List – One (1) copy of the Property Owner’s list (Including names, addresses, and Assessor’s Parcel Numbers) and 300 foot radius map (700 feet if site is 20 acres or more) from the exterior limits of the property in the application must be typed or neatly printed and numbered to correspond with the numbering on the radius map. Plus, one (1) set of mailing labels with the property owner’s names and addresses. This information can be obtained from either: (1) any Title company; or (2) San Bernardino County Assessor’s Office, 14420 Amargosa Road, Victorville, or 172 West Third Street, San Bernardino, California.
- b) Application fee of \$175 – Checks should be made payable to City of Adelanto. The appeal fee is \$150. No refunds.

PROCESSING COSTS: The City operates on the basis of full cost recovery for the processing of planning projects. Deposits made at the time of application are projected to be sufficient for the processing of applications, however, additional deposits may be required to cover the costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

- c) Tentative Lot Split Map – 1 copy of the Tentative Lot Split Map shall be completed and signed by the legal owner(s) or authorized agent (must include a Letter of Authorization signed by the legal owner of record), along with an 8 ½” x 11” reproducible copy. No pencil drawings will be accepted. The drawing must show distance to the nearest cross street and all streets must show names.
- d) Additional Documents –
 - (1) 1 original of the Lot Split Questionnaire, signed by the legal owner or authorized agent;

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- (2) 1 original of Ownership Certificate signed by all parties having any interest to the property as shown on the Preliminary Title Report or Grant Deed;
 - (3) 1 copy of the San Bernardino County Assessor's Plat Map showing parcel involved in lots split; and
 - (4) 1 copy of the Preliminary Environmental Description Form with the \$150 fee, Plus \$1,285 check made payable to *San Bernardino County Clerk of the Board of Supervisors* for State of California Fish & Game Negative Declaration filing fee (see the Environmental Assessment Information Form for additional information and requirements).
- e) Copy of the Grant Deed for the subject property, or a Title Report (dated within 60 days of the submittal of the application). If the applicant is other than the owner of record, an affidavit signed by the owner that designates the applicant as an agent must accompany the application.

PROCEDURE BY PLANNING COMMISSION

The Adelanto Planning Commission meets at 7:00 p.m. on the first and third Tuesdays of every month in the City Council Chambers, 11600 Air Expressway, Adelanto, California, 92301.

The applicant (or representative) is requested to appear at the public hearing before the Planning Commission; otherwise, the hearing may be held over, or an adverse decision may be rendered because sufficient information is not available.

WHEN REVIEWING AND ACTING UPON AN APPLICATION FOR A LOT SPLIT – MINOR SUBDIVISION, THE COMMISSION WILL CONSIDER SUCH FACTORS AS:

1. Will the proposed project be materially detrimental to the public welfare or injurious to the property or improvements in the immediate vicinity;
2. Will the proposed project be contrary to any official plan adopted by the City Council, or to any official policies or standards adopted by the City Council as may hereafter be provided for and on file in the office of the City Clerk at or prior to the time of filing or the application hereunder;
3. Will all proposed parcels or lots conform in area and dimension to the provisions of the zoning and subdivision requirements and policies of the City of Adelanto;
4. Have all streets, alleys and driveways proposed to serve the property been dedicated or is such dedication not required for the protection of public safety, health and welfare, and are such streets, alleys and driveways of sufficient width, design and construction to preserve the public safety and to provide adequate access and circulation for vehicular and pedestrian traffic;
5. Will the design and proposed development be consistent and compatible with the character of existing development in the vicinity.

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CASE NO. _____ DATE FILED _____

Total Fees Paid _____ Receipt No. _____ Meeting Date _____

Environmental Assessment required YES NO.

If no, give reason or categorical exemption classification no. _____

Name of Applicant				Phone	
Address					
City		State		Zip Code	
Name of Representative				Phone	
Address					
City		State		Zip Code	
Name of Engineer				Phone	
Address					
City		State		Zip Code	

[Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

Type of project or action:

Project location (General):

The EXACT legal description of said property is: (the legal description may be given as tract lots, including Section, Township, and Range, or it may be described by metes and bounds with a point of beginning that can be identified on the City Engineer’s maps).

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Zone Classification: _____ General Plan Designation: _____

A. Survey:

1.	On what date did the person completing this questionnaire last visit the property?		
		Yes	No
2.	Is the subject property a division of a mobilehome park, lot or parcel shown on a Subdivision, Parcel Map or Record of Survey recorded during the last 15 years? If yes, given the recording book and page.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are there any known property line conflicts, disagreements or encroachments with adjoining property owners? If yes, indicate the problem.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the property been surveyed by a Licensed Land Surveyor or Civil Engineer? If the answer is yes, include a copy of the survey map with this application.	<input type="checkbox"/>	<input type="checkbox"/>

B. Sanitation:

5.	Is the property located within an established sanitation district? If yes, name district.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Can the property be connected to an existing sewer line with no more than 600 feet of sewer line?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the property have any physical features that may cause problems with on-site septic tanks (steep terrain, high ground water table, springs, marshy areas, etc.)? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>

C. Water Supply:

8.	How is water to be supplies to the property?		
	<input type="checkbox"/> Water Company Name:		
	<input type="checkbox"/> Existing well or wells		
	<input type="checkbox"/> Other (explain)		
9.	Do you propose to create a private domestic water system (well under pressure) to serve each proposed lot less than 2-1/2 acres in size?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is the existing well(s) or proposed well(s) at least 150 feet from any existing or proposed waste disposal system?	<input type="checkbox"/>	<input type="checkbox"/>

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D. Access:

11.	How will legal access to the property be provided?		
12.	Are there existing roads abutting property? If yes, describe the type, width and condition of road, give name.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are paving, curbs and gutters, and sidewalks installed in the area with ¼ mile of the property either on the fronting or abutting street? If yes, list the type of improvements and the approximately distance from the parcel in feet or miles to these improvements.	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are there any hills, canyons, watercourses, or other physical obstructions, etc., that might prohibit construction of standard road improvements on the property line? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>

E. Drainage:

16.	Does each proposed lot have a building site that is free of any drainage course, swale, water overflow or ponding area?	<input type="checkbox"/>	<input type="checkbox"/>
17.	Is the property to be divided traversed by natural streambeds, channels, ground swales or washes? If yes, indicate the approximate depth of each.	<input type="checkbox"/>	<input type="checkbox"/>
18.	Has surface water originating outside the property been known to overflow onto the property in the past? If so, explain.	<input type="checkbox"/>	<input type="checkbox"/>
19.	Are there any flood protective measures or devices existing or proposed between natural or artificial watercourses and the property? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>
20.	Are there steep hillsides, escarpments, cliffs, bluffs, or other potential landslide, mudslide, debris, erosion, sloughing hazards or any other type of unusual terrain either on or in the vicinity of this property? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>
21.	Does the proposed Land Division contemplate any grading or structures, etc., which will encroach into, obstruct, alter, or divert any flood flows from a major wash, channel, stream, swale, ditch or water course? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>

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L. Size of parcel involved or to be split: (gross)

Net size of proposed parcels:

Parcel 1 _____ Parcel 2 _____

Parcel 3 _____ Parcel 4 _____

Any remainder parcel _____

The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of Planning Staff.

I/We _____ (owner or agent
(Please Print)

hereby declare under penalty of perjury that the information which I have set forth herein in response to the foregoing questions is true and correct.

I further agree that if any such information proves to be false or incorrect, the County of San Bernardino and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on the basis of this application, I understand that under such circumstances any such certificate shall be null and void and shall be returned to the County for cancellation.

Signature of Applicant: _____

Registration No. (If registered engineer or licensed land surveyor

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OWNERSHIP CERTIFICATE

All Owners of Record must sign this Certificate.

List below by Assessor's Parcel Number (APN) all property adjacent or contiguous to the parcel being considered for Land Division that are owned or beneficially controlled by the individual(s) signing this certificate.

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application for land division is made, states that he or the organization is aware of the application being filed with the City of Adelanto Planning Department, and certifies under penalty of perjury that the information contained in this application is true and correct.

Any person signing with Power of Attorney for others must print the names of those individuals in the signature block and attach a certified copy of the Power of Attorney.

Assessor's Parcel No. of Parcel(s) being divided _____

<u>Signature (Owner of Record)</u>	<u>Date</u>

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LETTER OF AUTHORIZATION
IF APPLICANT OTHER THAN PROPERTY OWNER

I, _____, as owner(s) of property identified as Assessor's Parcel
Property Owner(s)

No(s). _____ and/or Tract/Parcel Map _____, Parcel/Lot

No. _____ do hereby authorize _____ to represent me
Authorized Agent

as agent in seeking approval of the following project(s): _____

Signed _____
Property Owner(s)

Date: _____

Signed _____
Authorized Agent

Date: _____

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER
WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS
COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.

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INSTRUCTIONS

CERTIFICATE OF OWNERSHIP
DEEDS RESULTING FROM LOT SPLIT PROCEEDINGS

Deeds provided must be accompanied by the Certificate included with this application, signed by each party having interest in subject property if their signatures do not appear on the deed.

One or more certificates may be submitted, however, each signature must be notarized.

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OWNER'S CERTIFICATE

Lot Split No. _____

I (we) hereby certify that I (we) have record title interest in the land subdivided in Lot Split No. _____ as described in the attached deeds and I (we) consent to the preparation of these deeds and to their recordation.

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____

CITY OF ADELANTO
PROPERTY PLOT MAP – CERTIFICATE OF COMPLIANCE

APPLICANT

Name _____

Address _____

Phone _____

LEGAL OWNER OF RECORD

Name _____

Address _____

Water Supply (Source) _____

Sewage Disposal (Method) _____

Assessor's Parcel No. _____

I request a waiver of Parcel Map: Yes No

I certify that I am the legal owner or authorized agent of the legal owner and that the information shown hereon is true and correct to the best of my knowledge and belief.

Signed _____

(Office Use Only)

Zoning _____

Road Map No. _____

Receipt No. _____

Date of Action _____

Final Approval Date _____

Prepared By:
Name: _____ Phone: _____
Address: _____

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