



City of Dixon

Dixon Planning Application Submittal Checklist for a Lot Line Adjustment or Merger

WHAT ARE LOT LINE ADJUSTMENTS AND MERGERS AND WHY DOES DIXON DO IT?

A Lot Line Adjustments and Mergers are two different Planning “entitlements” (processes or application types), but have the same requirements for submittal and are sometimes done simultaneously. A Lot Line Adjustment is different than a Tentative Map or Parcel Map. Tentative Maps and Parcel Maps are Planning entitlements with the purpose of creating additional (new) lots. These entitlements are often simply referred to as subdivisions. A Lot Line Adjustment does not create additional lots, but allows you to move the existing lot (property) lines of two and up to a maximum of four lots. A Merger is the Planning entitlement that literally merges two or more lots into fewer lots. In some cases, Mergers involve multiple lots and include a Lot Line Adjustment component as well. The complete functions and findings of Lot Line Adjustments and Mergers are identified in Dixon Municipal Code (DMC) Sections 17.04 and 17.05 which can be found on the City’s website: www.ci.dixon.ca.us under the “City Municipal Code” link or can alternatively be found at: <http://www.codepublishing.com/CA/Dixon/>.

HAVE YOU SUBMITTED THE FOLLOWING REQUIRED ITEMS?

✓	#	Required Plan Sheets and Information
	1	Site Plan
	2	(General) Project Information
	3	Preliminary Title Report

In addition to a Planning Application, the items identified above are described in detail below. Please review this submittal checklist thoroughly. Please also note that the Engineering Department has its own separate application and associated fees in this process

and will take the lead in reviewing and ultimately approving your application for both Planning and Engineering. Please also note that depending on the full scope of your project, additional items, as identified in the Complete Dixon Planning Application Submittal Checklist may be deemed necessary in the review of your application. The complete submittal checklist can be found at the front counter of City Hall or online.

Plans

A Lot Line Adjustment or Merger application requires the submittal of five (5) complete copies of the full-size set of plans, plus one electronic copy of the complete set of plans in pdf format, provided on a flash drive, CD/DVD, or by a common file share program such as Dropbox or File Share. Each full sized set of plans should not exceed 24 inches by 36 inches, be drawn to scale, and must be collated and folded to a size no larger than 11 inches by 17 inches. All plans and reports need to be dated.

Items required on the checklist (e.g. site plan and general project information) may be combined on the submitted plans so long as all of the pertinent information is present and is easy to find.

In addition, other than plan sets, two copies of any studies or supporting documents must be provided when submitting an application.

PREPARING APPLICATION MATERIALS

PLANS – The following items, on more complicated projects, are often best completed by a civil engineer or surveyor, but can be done without if you closely adhere to the following criteria.

1. Site Plan

A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:10 or 1:8. Where this is not possible, a focused site plan may be required. The name, address, and phone number of the plan preparer shall be included on the plans.

A. *Vicinity Map and Directions*

A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road

B. *Boundaries*

The site plan must show all existing and proposed lot (property) lines, labeled with property line distances, open space, and the boundaries of existing and proposed easements and rights of way. If the property is split zoned, the zoning boundary must be indicated.

C. *Structures*

The footprints of all existing and proposed structures and buildings on the subject property, including any structures proposed to be removed, must be indicated and drawn to scale. Existing, proposed, and structures and buildings to be removed or demolished shall be clearly identified. Their use, location, and setbacks to all property lines, as well as other structures, must be indicated. The minimum setbacks from the exterior walls of the buildings to property lines and access easements must be dimensioned on the plans.

Plans for retaining walls shall indicate the top and bottom of wall elevations.

For projects that involve additions, the additional building area shall be shaded, walls to be demolished shall be dashed, and setbacks shall be called out. Areas proposed for demolition shall be hatched.

D. *Parking and Access*

Off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned. The necessary turning radius for backout maneuvers, dimensioned parking stalls, driveway profiles, cross-sections through the driveway, turnouts, turnarounds, and access driveway dimensions must be shown.

Unless deemed unnecessary by staff typical cross sections and proposed grades of all streets, and details of curbs, gutters, sidewalks, and other improvements must be included. The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified. Loading and unloading areas, as well as parking spaces meeting State accessibility requirements and accessible paths of travel, must be shown for non-residential projects.

If a waiver or exception from the Engineering Department's standards is necessary, submit a written request and supporting documentation.

PROJECT INFORMATION AND SPECIAL STUDIES AND DOCUMENTS

In addition to a Planning application, the following items are commonly largely completed by architects and landscape architects. Per the complete submittal checklist referenced above, while required, the work does not need to be completed by these individuals.

2. **Project Information**

A written description must be included that describes the key components of the project, including a full description of the proposed use(s) and improvements for the site.

All sheets of all maps and plans should not exceed 24 inches by 36 inches and must include the following information:

- North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- Scale reference. Scales used for floor plans and elevations should not be less than 1/8 inch to 1 foot, preferably it should be 1/4 inch to 1 foot. Scales used should be consistent between different drawings.
- Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.

Project data must be provided on the site plan, based on applicable definitions in the Dixon Code, including the following information:

1. Existing and proposed lot area
2. Existing Building Area
3. Existing Floor Area
4. Existing Lot Coverage –
 - Impervious coverage
 - Pervious coverage
5. Proposed Lot Coverage –
 - Impervious coverage
 - Pervious coverage
6. Existing parking
7. Minimum setbacks for exterior walls of proposed building area

3. A current Preliminary Title Report (2 copies)

The preliminary title report must reflect the current status of the property and include all recorded easements, provide proof of ownership, and be issued from a Title Company.