



## Siskiyou County Planning Division

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[Siskiyou County Planning Division](#)

## Boundary Line Adjustment Application Guide

### What is a Boundary Line Adjustment?

A Boundary Line Adjustment is the moving of a lot line(s) between two or more parcels which does not create any additional parcels.

### Who Needs a Boundary Line Adjustment?

A Boundary Line Adjustment is recommended to increase or decrease existing parcels as long as the parcel size meets the zoning requirements. Boundary Line Adjustments are used to correct minor trespasses (i.e., building a garage over the line) or to add acreage to a parcel for the owner's convenience.

### How Do I Obtain a Boundary Line Adjustment?

The Siskiyou County Planning Division, 806 South Main Street, Yreka, will provide you with the Application for Development Review and zoning information. Application forms are also available online. The Application shall be properly filled out and signed by the applicants and all property owners. All property owners shall sign, or a power-of-attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation. In order to be processed, your application must be complete. The Supplemental Application Information form attached to this document must be completed by a Registered Professional Engineer, Surveyor, Architect or Professional Planner. It is reviewed by County Planning and other County departments prior to action by the Deputy Director of Planning or, if appealed, action by the Planning Commission.

### What Kind of Information Must I Provide on the Application Forms?

A detailed plot plan must be submitted showing accurate existing and proposed lot dimensions, access points to all parcels and easements and approximate locations of existing and proposed improvements (i.e., buildings), slopes, streams, ponds, wells, septic tank systems, flood prone areas and a sketch showing the general location of the project in the neighborhood. Other information required includes the names and addresses of landowner and representative, Assessor's parcel number, zoning, Preliminary Title Report showing record title interest no more than 6 months old, and photographs if necessary.

### How Much Will the Application Process Cost?

Planning Department: The Siskiyou County Planning fees can be obtained from the page 5 of the Department's Application for Development Review. Also, Section 10-6-1601 of the County Code also provides additional information on development fees. Planning fee checks should be made payable to Siskiyou County.

Siskiyou County Clerk (OPTIONAL): May be paid upon project final approval by Deputy Director of Planning for posting of Notice of Exemption (NOE) by the County Clerk. Checks should be made payable to Siskiyou County Clerk.

Siskiyou County Public Health Department: Most projects require Environmental Health Department sewer and water clearance prior to filing the Planning Division application. Please contact the Siskiyou County Environmental Health Department to determine the fee and obtain the application requirements.

Siskiyou County Public Works Department: In order to defray the cost of the Public Works engineering review, the Planning Division will collect a fee set by application type. This fee can be obtained from the page 5 of the Application for Development Review form. Please note that the fee has been set to cover the cost of the average application. Certain applications will require additional review and an additional deposit will be required against which the costs of the additional review will be billed. Section 10-6.1601 of the County Code provides additional information on how this is calculated. The initial fee must be included with the application fee (check made payable to Siskiyou County).

The above fees do not include the costs incurred for a representative to prepare the application and legal descriptions or the local title company for final processing and recording of the legal descriptions and deeds reflecting ownership. The legal description must be prepared and submitted by either a Licensed Land Surveyor, or a Registered Civil Engineer that is licensed to practice land surveying (registered in California prior to 1982) and be accompanied by a map showing the parcel(s) as depicted on the legal description. When ordering your Preliminary Title Report for this application, please instruct your title company to keep your order "open." Failure to do so may result in additional charges by the title company at the end of the Boundary Line Adjustment process.

### **Hold Harmless Policy**

The applicant(s) and property owner(s) agree to defend, indemnify and hold harmless the County of Siskiyou, its agents and officers and employees from any claim, action, or proceeding (collectively, "Action") against the County of Siskiyou, its agents (including consultants), officers or employees to attack, set aside, void, or annul any approvals, or any part thereof, or any decision, determination or action, made or taken approving, supplementing, or sustaining the approvals sought in the application (the "Project") or any part of the Project thereof, or any related approvals or Project conditions imposed by the County of Siskiyou or any of its agencies, departments, commissions, agents (including consultants), officers, or employees, concerning the Project, or to impose personal liability against such agents (including consultants, officers or employees) resulting from their non-negligent involvement in the Project, which Action is brought within the time period provided by law, including any claim for private attorney general fees claimed by or award to any party from the County of Siskiyou.

### **How Long Will this Take?**

The Boundary Line Adjustment will take 30-45 days depending upon when the application is accepted by County Planning. This precludes an appeal period between approval and final recording.

### **Who Reviews and Who Approves this Application?**

County Planning coordinates its review with the Public Works Department, the Environmental Health Division and the Assessor's Office, plus any other agency who may be affected including any

applicable Property Owners Association/Homeowners Association. The Deputy Director of Planning makes the decision on the application. This decision can be appealed to the Planning Commission.

### **When Will My Boundary Line Adjustment be Completed?**

The Boundary Line Adjustment is complete when a notice and legal descriptions of the new parcels are recorded by the title company designated by the applicant. You must provide legal descriptions of the proposed parcels. County Planning will transmit those approved descriptions and appropriate instructions necessary for completion of the Boundary Line Adjustment to the title company you have indicated. Any action to record must be after the 10-day appeal period has passed. When all requirements are met, the title company will proceed with recording, thereby completing the Boundary Line Adjustment.

### ***Important Notice***

**Open Range Notice:** Siskiyou County is an Open Range county. You must fence live-stock out! Copies of the laws affecting your property are available in the offices of the Planning Division and the Building Inspector. These laws do affect your property and you should be aware of their provisions.

**Right to Farm:** Siskiyou County has established agriculture as a priority use on productive agricultural lands, and residents of property in agricultural districts should be prepared to accept some inconvenience or discomfort from normal and necessary farm operations. It will be recognized that the property in question may be in the vicinity of property utilized for agricultural purposes and residents of the development may be subject to the inconvenience or discomfort arising from the use of agricultural chemicals including herbicides, pesticides, and fertilizers; and from the pursuit of agricultural operations including plowing, spraying, pruning, and harvesting, which occasionally generates dust, smoke, noise and odor. As part of the application approval process, a **Right to Farm Statement of Acknowledgment** will be required. Your application will not be considered to be complete and ready for formal processing until such time as the signed and notarized Right to Farm has been completed, recorded at the County Recorder's Office, and a copy of the recordation has been submitted to the Planning Department. The Right to Farm Statement of Acknowledgment is included in the [Application for Development Review](#).

**For Staff Use Only**

Application Number – BLA	End of Review Period –
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**Supplemental Application Information**

**I. Title Company Contact Information:**

**Title Company Name:** \_\_\_\_\_

**Escrow Officer Name:** \_\_\_\_\_

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

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**II. Township** \_\_\_\_\_ **Range** \_\_\_\_\_ **Section(s)** \_\_\_\_\_

**III. Map:** The map is to be drawn to scale by a licensed engineer or surveyor on an 8-1/2 by 14-inch plat showing North Point, dimensions, acreage of adjusted portion and all information required herein.

**IV. Existing and Proposed Parcel Information:**

Original Acreage	Adjustment	Final Acreage	APN	Owner

**V. Explain Purpose of the Boundary Line Adjustment:**

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**VI. Design and Improvement:**

Show the following items on your Boundary Line Adjustment Map: All items may not apply to your map. Check all items that are applicable to your map.

\_\_\_\_\_ Street alignments, grades, widths

\_\_\_\_\_ Drainage and sanitary facilities and utilities, including alignments and grades thereof

\_\_\_\_\_ Location and size of all required or existing easements and rights-of-way

\_\_\_\_\_ Fire roads and firebreaks

\_\_\_\_\_ Lot size and configuration

\_\_\_\_\_ Traffic access

\_\_\_\_\_ Grading

**VII. Flood Water Drainage Control**

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Are there any natural or man-made water sources on the property? (If yes, show high water mark on the map.)

**VIII. Is the Property Subject to Saturation Due to:**

Springs: Yes \_\_\_\_\_ No \_\_\_\_\_

Seeps: Yes \_\_\_\_\_ No \_\_\_\_\_

Irrigation Ditches: Yes \_\_\_\_\_ No \_\_\_\_\_

Surface Water: Yes \_\_\_\_\_ No \_\_\_\_\_

OTHER: Yes \_\_\_\_\_ No \_\_\_\_\_

**IX. Access:**

To avoid any delay in the processing of this application, all evidence of access from a public road to your Boundary Line Adjustment must be submitted with your application. For any questions concerning the access, contact:

Department of Public Works  
1312 Fairlane Road  
Yreka, CA 96097  
Phone: 530-842-8250

**X. Access to this Boundary Line Adjustment:**

- \_\_\_\_\_ Frontage on County Road No. \_\_\_\_\_ (normal minimum 60 feet)
- \_\_\_\_\_ Frontage on State Highway No. \_\_\_\_\_ (normal minimum 60 feet)
- \_\_\_\_\_ USFS Road No. \_\_\_\_\_
- \_\_\_\_\_ Existing easement across private property
- \_\_\_\_\_ Proposed easement across private property

Must be substantiated by deeds or other evidence submitted with this application. Easement is normally required to be 60 feet wide along a buildable alignment subject to approval of the Department of Public Works.

**Important:** Show clearly all existing roads and proposed access on your Boundary Line Adjustment map.

**XI. Water Supply and Sanitary Disposal Facilities:**

Applicants shall include a signed statement from the Environmental Health Department verifying they have received sufficient information to fully evaluate the proposed project. This form shall be used for all applications regardless of the type of sewer and water supply as part of an application packet submitted to the Planning Division. Applications will not be accepted without this form.

- Projects served by **both** community water and sewer systems do not require Environmental Health Department clearance prior to submitting an application packet.

**XII. Property Owners Association / Homeowners Association:** (If not applicable, please indicate as such.)

\_\_\_\_\_  
Name of Property Owners Association or Homeowners Association / Phone Number

\_\_\_\_\_  
Address / Contact Person

**XIII. Photographs:** May be required to properly describe proposed application.

Prepared by (surveyor name): \_\_\_\_\_

Date	Surveyor Signature
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