

CITY OF BIG BEAR LAKE

(909) 866-5831 - P.O. BOX 10000 - 39707 BIG BEAR BOULEVARD - BIG BEAR LAKE, CA 92315



MINOR CHANGES TO LAND DIVISIONS LOT LINE ADJUSTMENT

GENERAL INFORMATION

FILE # : _____ FILING DATE: _____ RECEIVED BY: _____
FEES PAID: _____ RECEIPT # : _____

APPLICANT INFORMATION

LEGAL OWNER(S) OF SUBJECT PROPERTY: _____

MAILING ADDRESS: _____
PHONE # : _____ FAX # : _____

APPLICANT: _____
(IF DIFFERENT THAN OWNER)
MAILING ADDRESS: _____

PHONE # : _____ FAX # : _____
CONTACT PERSON / REPRESENTATIVE: _____
(IF DIFFERENT THAN APPLICANT)

MAILING ADDRESS: _____
PHONE # : _____ FAX # : _____

PROPERTY INFORMATION

STREET ADDRESS OF PROPERTY(IES): _____

ASSESSOR'S PARCEL NUMBER(S): _____

EXISTING: _____
USE OF PROPERTY AND/OR BUILDINGS ZONING DISTRICT GENERAL PLAN LAND USE

GENERAL LOCATION OF PROJECT: _____

COMPLETELY DESCRIBE PROPOSED PROJECT: _____
(ATTACH ADDITIONAL SHEET(S) IF NECESSARY)

Please Note:
An incomplete application
could delay your project.

(OVER)



City of Big Bear Lake



MINOR CHANGES TO LAND DIVISIONS LOT LINE ADJUSTMENTS/LOT MERGERS

APPLICATION CHECKLIST

SUBMIT THE FOLLOWING ITEMS:

1. Completed General Information form including name, address, and registration number of civil engineer or licensed surveyor preparing the application.
2. Completed & notarized California Jurat with Affidavit Statement and California All-Purpose Acknowledgement forms signed by all owners of record for each affected parcel.
3. Preliminary Title Reports (2 copies each) with full legal descriptions, assessor parcel numbers, and address/location for each affected parcel. Title Reports must be less than 60 days old.
4. Name, Address and registration number of civil engineer or licensed surveyor preparing the application.
5. The following exhibits (4 copies each), which shall be clear, readable, and drawn in black ink on the forms provided in the application packet. All exhibits shall contain the wet signature of the preparer.
 - Exhibit A** **Legal Description of each new lot proposed**
 - Exhibit B** **New Plat Map** Shall include proposed lot layout, map scale, north arrow and show bearings and distances for all parcel lines.
 - Exhibit C** **Existing Plat Map** Shall include existing lot layout, map scale, north arrow, underlying Tract/parcel number and lot/parcel number in dashed lines. The net area of each parcel shall be shown.
 - Exhibit D** **Detailed Proposed Plat Map** Shall include proposed lot layout, map scale, north arrow, the location site in relation to existing streets and the distance to the nearest cross street. Show the location and width of all existing and proposed easements or rights of way, whether public or private, for roads, drainage, utilities, sewers or flood control purposes. Show easements with adequate data to definitively locate with respect to lot lines. Label the easements as existing or proposed and indicate to whom the easement is granted. Show any other information relevant to the area and its improvements that would help in the consideration of the request.
NOTE: Existing contours and topography are generally not required but will be required in special cases as directed by the City Engineer.
6. All applicable charges and fees associated with the application.

File: N:\2-group\Engineering\LLA-OM-COC\Master Application Forms



CITY OF BIG BEAR LAKE

PO Box 10000 * 39707 Big Bear Boulevard * Big Bear Lake, CA 92315 * (909) 866-5831 * FX (909) 866-7511

PROPERTY OWNER CONSENT

Affiant Statement:

(to be completed only by document signer(s), not Notary)

I/We, _____, being property owner(s) of the property herein described, and being duly sworn, depose and state as follows:

1. That I am (we are) the owner (s) of the subject property described as
APN# _____
Address _____
2. That I am (we are) aware of the property being proposed on said property.
3. That the applicant and or representative whose name (s) is/are so affixed at the bottom of this application is/are the duly authorized representative (s) of the project.
4. I am (we are) aware that there may be conditions of approval imposed upon the project which may require the applicant or the property owner to construct or remove certain property improvements.
5. I (we) hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Property owner (s) signature (s): _____

CALIFORNIA JURAT WITH AFFIANT STATEMENT

STATE OF CALIFORNIA

COUNTY OF _____

Subscribed and sworn (or affirmed) to before me on this _____ day of _____,

by _____

Name of Signer

proved to me on the basis of satisfactory evidence to be the person who appeared before me.

and

Name of Signer

proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Signature of Notary Public

(Notary Seal)

CITY OF BIG BEAR LAKE



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AFFIDAVIT

I/We certify that the information provided is true, accurate, and complete to the best of my (our) knowledge and belief. I (we) understand that in order for this application to be considered a complete submittal, the following information must be included:

- completed application forms,
- scaled and dimensioned plans of the existing and proposed improvements,
- appropriate number of copies submitted,
- and such other completed information as required by the Engineering Division.

I (We) further understand that the review period for the project will not commence nor will require public hearings or public meetings to be scheduled, unless the application is complete.

PROPERTY OWNER(S) PRINTED NAME

PROPERTY OWNER(S) SIGNATURE DATE

APPLICANT'S PRINTED NAME
(if different than owner)

APPLICANT'S SIGNATURE DATE

REPRESENTATIVE'S PRINTED NAME
(if different than applicant)

REPRESENTATIVE'S SIGNATURE DATE

Recording requested by and
When recorded, mail to:

CITY OF BIG BEAR LAKE
ENGINEERING DIVISION
PO BOX 10000
BIG BEAR LAKE, CA 92315-8900

SPACE ABOVE LINE FOR RECORDER'S USE ONLY

CITY OF BIG BEAR LAKE

CERTIFICATE OF COMPLIANCE

I/We, the undersigned owner(s) of record of the real property described by the attached Exhibits A and B within the City of Big Bear Lake, County of San Bernardino, and parties having interest in said property; hereby request the City of Big Bear Lake to determine if said real property complies with the provisions of the Subdivision Map Act and of the City Subdivision Ordinance.
OWNERS OF RECORD (attach additional sheets if necessary):

SIGNATURE(S): _____ Owner(s)

Name (print): _____ Date: _____

STATE OF CALIFORNIA
COUNTY OF _____

On _____ before me, _____
(Name & Title of Notary)

Personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in her/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

(Notary Seal)

Signature of Notary Public

LOT LINE ADJUSTMENT

City of Big Bear Lake

EXHIBIT "A"

NEW LEGAL DESCRIPTION(S)

(Use additional sheets as necessary)

Prepared by:

Signature: _____ RCE# _____

Name (print): _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

LOT LINE ADJUSTMENT

City of Big Bear Lake

EXHIBIT "B"

NEW PLAT MAP

(Use additional sheets as necessary)

Prepared by:

Signature: _____ RCE# _____

Name (print): _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

LOT LINE ADJUSTMENT

City of Big Bear Lake

EXHIBIT "C"

EXISTING PLAT MAP

(This map not to be recorded)

(Use additional sheets as necessary)

Prepared by:

Signature: _____ RCE# _____

Name (print): _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

LOT LINE ADJUSTMENT

City of Big Bear Lake

EXHIBIT "D"

PROPOSED PLAT MAP

Showing structure(s), setbacks to property lines, acreage, easements and other property features.

(This map not to be recorded)

(Use additional sheets as necessary)

Prepared by:

Signature: _____ RCE# _____

Name (print): _____

Company Name: _____

Address: _____

Phone: _____ Fax: _____

CITY OF BIG BEAR LAKE

DETERMINATION OF COMPLIANCE

I hereby certify that the parcels described by the attached Exhibits A through B comply with the applicable provisions for the Subdivision Map Act and with the City Subdivision Ordinance, and may be sold, financed, or transferred in full compliance with all applicable provisions of the Subdivision Map Act and of the City Subdivision Ordinance.

_____ Date: _____

David Lawrence, P.E., CE 61902
City Engineer
City of Big Bear Lake

State of California
County of _____

On _____ before me, personally appeared _____ who proved to me (on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

_____ (Seal)
Signature of Notary Public

PLEASE COMPLETE THIS INFORMATION

RECORDING REQUESTED BY:

JACKIE HEULE

AND WHEN RECORDED MAIL TO:

**CITY OF BIG BEAR LAKE
ENGINEERING DIVISION
P.O. BOX 10000
BIG BEAR LAKE, CA 92315**

SPACE ABOVE FOR RECORDER'S USE ONLY

Title of Document

**THIS AREA FOR
RECORDER'S
USE ONLY**

**THIS COVER SHEET ADDED TO PROVIDE ADEQUATE SPACE FOR RECORDING INFORMATION
(\$3.00 Additional Recording Fee Applies)**