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 phone number of property owners and name, address, phone number and registration number of civil engineer or licensed surveyor preparing the application.
2. **Completed & notarized Property Owner Consent/California Jurat** with Affidavit Statement form and Affidavit, signed by all owners of record (on Title Report) for each affected parcel.
3. **Completed & notarized Certificate of Compliance**.
4. **Preliminary Title Report** (2 copies) with full legal descriptions, assessor parcel numbers, and address/location for each affected parcel. Title Reports must be less than 60 days old.
5. **The following exhibits** (3 copies of 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. **Lot Line Adjustments requires an extra step not required for Lot Mergers.** The Lot Line Adjustment requires a **Quitclaim Deed** be recorded describing the newly created lot description, as well as a **Preliminary Change of Ownership Report** for each affected parcel.
7. **All applicable charges and fees** associated with the application.
MINOR CHANGES TO LAND DIVISIONS
LOT MERGER

GENERAL INFORMATION

FILE #: __________________ FILING DATE: __________ RECEIVED BY: __________________
FEES PAID: __________________ RECEIPT #: __________________

APPLICANT INFORMATION
LEGAL OWNER OF SUBJECT PROPERTY: __________________
MAILING ADDRESS: __________________

PHONE #: __________________ FAX #: __________________

APPLICANT:
(If different than owner)
CONTACT PERSON / REPRESENTATIVE: __________________
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)
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)
Recording requested by and
When recorded, mail to:

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

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):_____________________________________________________________________

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
CITY OF BIG BEAR LAKE

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

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 __________
LOT MERGER

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 MERGER

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 MERGER
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)

Prepared by:
Signature: ____________________ RCE# __________________
Name (print): ____________________________
Company Name: __________________________
Address: __________________________________
Phone: __________________ Fax: ________________