



**PARCEL MAP WAIVER APPLICATION FORM**  
(Lot Line Adjustment)

PROPERTY OWNERS:

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

APPLICANT:

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

Assessor's Parcel Number(s): \_\_\_\_\_

Location: \_\_\_\_\_

Zoning: \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

Method of Sewage Disposal and Source of Water: \_\_\_\_\_

ITEMS TO SUBMIT:

- Application Form
- 5 Copies of Plat Map (See back for requirements)
- 5 Copies of Site Plan (See back for requirements)
- Legal Description of Existing Parcels
- Legal Description of New Parcels
- Legal Description of the Portion of Land to be transferred by Deed  
(Between different property owners)
- Current Title Reports
- Application Fee: \$1001

**BELOW THIS LINE FOR CITY USE ONLY**

Comments of Land Division Review Committee:

Date: \_\_\_\_\_

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_  
City Planner

\_\_\_\_\_  
City Engineer

Development Engineering  
07/08

## **PARCEL MAP WAIVER PLAT AND SITE PLAN REQUIREMENTS**

### **REQUIRED INFORMATION TO BE SHOWN ON PLAT MAP**

The size of the plat shall be eight and one-half inches by eleven inches (8 1/2" X 11") in size and to a minimum scale of one inch equals two hundred feet (1" = 200'), up to a scale of one inch equals fifty feet (1" = 50') for smaller parcels, unless otherwise approved by the City Engineer and shall be clearly and legibly drawn.

Information to be shown on map:

1. Date, north arrow and scale;
2. Boundary lines of entire parcels, as they presently exist, divided with dimensions based on existing survey data or property description;
3. Division line(s), including bearing(s), curve information, and dimension(s), (existing property lines to be shown as a dashed line and proposed property line to be shown as a solid line);
4. Approximate acreage or square footage of parcels;
5. Each parcel shall be identified with a letter or number;
6. The names, widths and locations of existing and proposed streets with a designation as to whether they are public or private;
7. Location, purpose and owners of existing or proposed easements or private right-of-ways (shown in dotted lines)

### **REQUIRED INFORMATION TO BE SHOWN ON SITE PLAN**

A Site Plan of a convenient and readable scale shall be submitted along with the Parcel Map Waiver Plat. The Site Plan will be reviewed by Development Engineering and Planning staff to check for utilities, driveways, required setbacks, trees, etc. As a minimum the Site Plan shall contain the items above for the Plat, plus the following information:

1. Indicate and dimension all existing surface and underground improvements on all parcels;
2. Number of stories or height of each existing structure;
3. Location of existing and proposed driveways and utility services
4. Any existing trees in excess of 6" in diameter;
5. Location and width of watercourse or areas subject to flooding;
6. Location of structures, irrigation ditches and any other permanent fixture(s);
7. Location of railroad, if any; and
8. Vicinity map.

**NOTE:** The Solano County Recorder's Office will require tax bonds be posted for all properties involved. If the properties are located within an assessment district, an apportionment is also required.