

CITY OF CLOVIS
PLANNING DEPARTMENT
1033 Fifth Street, Clovis, CA 93612 (559) 324-2340

GENERAL INFORMATION
PARCEL MAP/EXEMPT AND LOT LINE ADJUSTMENTS

- A. The creation of parcels for purpose other than sale, lease, or financing are exempt from the provisions of the City of Clovis Parcel Map Ordinance. An example of an exempt situation is:
 - 1. The conveyance of a portion of one's ownership for gift purposes free of any monetary consideration.

- B. Transactions involving the transference of land without the creation of a new parcel requires approval by the Clovis Planning Director.
 - 1. The conveyance of a portion of one's ownership to an adjacent property owner which represents an adjustment of boundaries.

In order to insure that such transactions will create legal building sites and to assist in the procurement of building permits, and application for Parcel Map/Exempt should be filed with the Planning Department.

The attached application form must be filled out completely to include the names, addresses and signatures of all the persons involved in the transaction. There is a filing fee as established by the City Council.

Along with the application, a map showing the proposed transaction must be provided. The map **must** include the following information, when applicable:

- 1. The boundary lines and dimensions of the original parcels.
- 2. The proposed division lines, dimensions and area of each parcel created, or the proposed change of boundary lines.
- 3. The identification of each parcel with a number or letter.
- 4. All existing building, structures, wells, septic tanks, and leaching fields within 100 feet of all existing or proposed boundary lines with their major exterior dimensions and distances from boundary lines.
- 5. The location and widths of any abutting public road right-of-way or private road easements.
- 6. The north point and scale.
- 7. A designation of which parcel each person will receive.
- 8. A Preliminary Title Report not over 30 days old, including all property included in adjustment.
- 9. Legal descriptions of all property before adjustment and legal descriptions of all property after adjustment.
- 10. A record of survey and a grant deed reflecting the lot line adjustment as per section 66412 (d) of the subdivision map act.