



220 E. Mountain View Street, Barstow, CA 92311 • (760)256-3531 / (760)256-1750 (Fax)

## MINOR CHANGES TO LAND DIVISIONS LOT LINE ADJUSTMENT, LOT MERGER AND/OR CERTIFICATE OF COMPLIANCE

### APPLICATION CHECKLIST

#### SUBMIT THE FOLLOWING ITEMS

1. Completed General Information and Affidavit form, signed by all owners of record for each affected parcel.
2. Preliminary Title reports with full legal descriptions, assessor parcel numbers, and address/location of all parcels involved in the application.
3. Name, address, signature and registration number of civil engineer or licensed surveyor preparing the application. [Exhibits A,B,C,D]
4. The following exhibits shall be clear, readable, and drawn in black ink on the forms provided in the applications, and shall contain the wet signature of the qualified preparer (see #3 above).

**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. Use a heavy solid line for the project boundary and solid lines for proposed property lines. The adjusted parcels shall be lettered or numbered consecutively, in such a manner that there will be no confusion with the original lot or parcel numbers.

**Exhibit C      EXISTING PLAT MAP** – Shall include existing lot layout, map scale, north arrow, underlying tract/parcel and lot/parcel number in dashed lines. The net area of each parcel shall be shown. Net area equals the gross area minus any easements that restrict the surface use of the property, such as vehicular, pedestrian or equestrian easements.

**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. (Must be detailed enough to allow someone not familiar with the area to locate the project site.) Show the location and width of all existing or proposed easements or rights-of-way, whether public or private, for roads, drainage, utilities, sewer 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. Building setback lines should be shown on map but not used to calculate net area of lot. Show the location of any natural or improved drainage paths, pipelines or swales. Show the location of any above or underground structures on the site. Dimension distances from proposed property lines to structures. If there are no structures on the lots proposed for adjustment, add a note on the diagram. Show any other information relevant to the area and its improvements which could help in the consideration of the merger request.

**NOTE:** Existing contours and topography are generally not required but will be required in special cases as directed by the City Engineer.

5. All applicable charges and fees associated with a merger application.



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## GENERAL INFORMATION

File #: \_\_\_\_\_ Filing Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Fees : \$531+Actual Consultant Costs Receipt #: \_\_\_\_\_  
(if any)

## 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 (the application being requested): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please note: An incomplete application will delay your project*

**Recording requested by and  
when recorded, mail to:**

**City of Barstow  
City Engineer  
220 E. Mountain View Street  
Barstow, CA 92311**

SPACE ABOVE LINE FOR RECORDER'S USE ONLY

**CITY OF BARSTOW  
LOT LINE ADJUSTMENT  
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 Barstow, County of San Bernardino, and parties having interest in said property, hereby request the City of Barstow 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:** \_\_\_\_\_ **Owner**

**Name (print):** \_\_\_\_\_ **Date** \_\_\_\_\_

**STATE OF CALIFORNIA** )  
 )  
**COUNTY OF SAN BERNARDINO** ) **ss.**

On \_\_\_\_\_ before me, \_\_\_\_\_, a Notary Public, personally appeared \_\_\_\_\_, who provided 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, and that by his/her/their signature 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.**

**Signature:** \_\_\_\_\_  
Notary Public in and for said State and County

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**SIGNATURE:** \_\_\_\_\_ **Owner**

**Name (print):** \_\_\_\_\_ **Date** \_\_\_\_\_

**STATE OF CALIFORNIA** )  
 )  
**COUNTY OF SAN BERNARDINO** ) **ss.**

On \_\_\_\_\_ before me, \_\_\_\_\_, a Notary Public, personally appeared \_\_\_\_\_, who provided 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, and that by his/her/their signature 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.**

**Signature:** \_\_\_\_\_  
Notary Public in and for said State and County

**ALL SIGNATURES MUST BE NOTARIZED**

**CITY OF BARSTOW**

**EXHIBIT "A"  
NEW LEGAL DESCRIPTIONS**

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(Use additional sheets as necessary)

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**Prepared by:**

**Signature:** \_\_\_\_\_ **RCE#** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

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

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

\_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**EXHIBIT "B"  
NEW PLAT MAP**

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(Use additional sheets as necessary)

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**Prepared by:**

**Signature:** \_\_\_\_\_ **RCE#** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

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

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

\_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**CITY OF BARSTOW**

**EXHIBIT "C"**  
**EXISTING PLAT MAP**  
(This map not to be recorded)

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(Use additional sheets as necessary)

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**Prepared by:**

**Signature:** \_\_\_\_\_ **RCE#** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

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

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

**Telephone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

CITY OF BARSTOW

**EXHIBIT "D"**  
**PROPOSED PLAT MAP**  
**SHOWING STRUCTURE(S), SETBACKS TO PROPERTY LINES,**  
**ACREAGE, EASEMENTS AND OTHER PROPERTY FEATURES**  
(This map not to be recorded)

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(Use additional sheets as necessary)

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Prepared by:

Signature: \_\_\_\_\_ RCE# \_\_\_\_\_

Name (print): \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**CITY OF BARSTOW**

Parties with interest in property, i.e. easements, etc. (attach additional sheets if necessary):

SIGNATURE: \_\_\_\_\_ Party with interest

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF CALIFORNIA                    )  
  )        ss.  
  )

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, personally known to me (or 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, and that by his/her/their signature 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 \_\_\_\_\_  
Notary Public in and for said State and County

SIGNATURE: \_\_\_\_\_ Party with interest

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF CALIFORNIA                    )  
  )        ss.  
  )

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, personally known to me (or 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, and that by his/her/their signature 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 \_\_\_\_\_  
Notary Public in and for said State and County

**ALL SIGNATURES MUST BE NOTARIZED**