

**Certificate of Compliance
Lot Line Adjustment**



A completed application includes the following:

All City forms available at Planning Division or <https://www.cityoflompoc.com/government/departments/economic-community-development/planning-division/planning-applications-forms-and-submittal-checklists>

- Completed “General Application” form
- List of all recorded property owners and notarized signatures
- Fees paid according to Master Fee Schedule
- \$55.00 Document Imaging Fee
- Completed “Agreement for Payment of Application Processing Fee” forms for **Planning & Engineering**
- Completed “Environmental Information Form”
- California Military Land Use Compatibility Analyst (CMLUCA) Report, as required by SB 1462. Local governments are now required to notify the Military of potential projects and or actions that meet one of the following criteria:
 - Located within 1,000 feet of a military installation;
 - Beneath a low-level flight path;
 - Within special use airspace.Please visit <http://cmluca.gis.ca.gov/> to generate your report. The report will advise if your project meets one of the above criteria and if noticing to the Military is required. (Effective 11/05)
- Department of Fish & Wildlife (DFW) Clearance/Fee, as required by SB 1535. The applicant must pay filing fees for a Notice of Determination or Notice of Exemption as determined by City Staff or the DFW under the California Environmental Quality Act (CEQA). **(The applicant should discuss this fee with the project Planner)**
 - Current fees may be found at <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>, AND
 - **\$50.00 check payable to Santa Barbara County for processing a Notice of Determination (NOD) with DFW fee or a Notice of Exemption (NOE).**
- A preliminary title report prepared within three months prior to application date
- Fifteen (15) copies of the lot line adjustment map folded** to a maximum size of 8-1/2” x 14”, *Sheet size shall not be smaller than 18” x 24”, or larger than 36” x 60”*, Stamped by a licensed surveyor or engineer
- A reduced copy (8-1/2” x 11”)** of the lot line adjustment map for recordation stamped by a licensed surveyor or engineer
- Legal description of the property for recordation stamped by a licensed surveyor or engineer
- One (1) digital copy** (PDF Format) of the lot line adjustment map
- Does your application include a request for a Reasonable Accommodation in accordance with Lompoc Municipal Code Chapter 17.536 ? ___ Yes ___ No

- Please also refer to the Engineering Division guidelines online at <https://www.cityoflompoc.com/government/departments/public-works/engineering>
- The lot line adjustment map shall show the following:
 - All Dimensions drawn to a scale that shows details clearly. A minimum scale of 1" = 100' is recommended
 - Area of project site
 - Name, address, and telephone of engineer or surveyor
 - Stamp of licensed surveyor or engineer that prepared the map
 - Draw all existing and surrounding lot lines and indicate assessor's parcel numbers
 - Draw and dimension all proposed lot lines, differentiating between existing and proposed line
 - Number and indicate area of each proposed lot
 - Locate all existing structures
 - Show name, location, and width of all existing and proposed right-of-way and streets
 - Show existing and proposed easements, utilities and improvements (including sewer, water and valves, storm drains and lines, electrical utilities, streets, curbs and sidewalks)