



DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION
 276 Fourth Avenue Chula Vista CA 91910
 619-691-5272 619-585-5681 FAX

MOBILE HOME PARK LOT LINE CHANGE PERMIT APPLICATION

FORM 4566

Per Title 25, Section 1105, of the California Code of Regulations, the park owner or operator shall submit an application and the supporting documentation detailed below for a permit to construct a lot line change.

- Three copies of a detailed plot plan with an identified date of preparation and measurements, indicating both the existing and proposed locations of the lot lines, which shall include all of the following:
- Locations of and distances between any units, accessory buildings or structures, or other built improvements on the affected lots, within ten (10) feet of the current and proposed lot lines
 - Distances from all existing and proposed lot lines of the lots on which those units, buildings, or structures, or other improvements are located
 - Number of lots affected
 - Addresses or other identifying characteristics of those affected lots
 - Proof of delivery of copies of the plot plan to all registered owners of the units on the affected lots
 - Type(s) of marking(s) used to designate the existing and proposed lot line locations
 - Area (square feet) of mobilehome, area of accessory structures, area of lot, and lot coverage (not to exceed 75%)

APPLICANT INFORMATION

Applicant Name: _____ Phone Number: _____ Fax Number: _____

Please check one: Park Owner Operator Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

PROJECT INFORMATION

Park Name: _____

Park Address: _____ City: _____ State: _____ Zip Code: _____

Affected Lots Numbers: _____ Number of Lots Affected: _____

Does the lot lane change involve encroaching into a common area? Y N
 If you answered yes, does the proposal comply with the provisions of Civil Code section 1363.07? Y N

AFFECTED OWNER(S) INFORMATION

Lot No: _____ Name of Owner: _____

Residence Address of Owner: _____ City: _____ State: _____ Zip Code: _____

Lot No: _____ Name of Owner: _____

Residence Address of Owner: _____ City: _____ State: _____ Zip Code: _____

Lot No: _____ Name of Owner: _____

Residence Address of Owner: _____ City: _____ State: _____ Zip Code: _____

REQUIRED SUPPLEMENTAL INFORMATION

- Copy of the original authorization, signed and dated by each of the registered owners of the units on the lots affected by the lot line change (Please see Attachment – *Registered Owner Authorization for Mobilehome Lot Line Change*)
- Written statement signed and dated by the park operator or park operator's agent (Please see Attachment – *Written Statement by Park Operator or Their Agent*)

 Signature of Park Owner, Operator

 Date

California Code of Regulations, Title 25, Chapter 2, Article 2

§ 1105. Lot Line Changes.

- (a) Compliance with this section shall be required for any lot line change within a park. Compliance with subsections (b), (c) and (e) of this section shall not be required for any lot line creation; however, notwithstanding any other provision of this chapter, a lot line creation shall comply with the requirements of section 1020.6.
- (b) The park owner or operator shall submit to the enforcement agency an application for a permit to construct, on a form designated by that agency, for a lot line change, along with all of the following:
 - (1) three (3) copies of a detailed plot plan with an identified date of preparation and measurements, indicating both the existing and proposed locations of the lot lines, which shall indicate all of the following:
 - (A) the locations of and distances between any units, accessory buildings or structures, or other built improvements on the affected lots (such as patios or parking areas), within ten (10) feet of the current and proposed lot lines;
 - (B) the distances from all existing and proposed lot lines of the lots on which those units, buildings or structures, or other improvements are located;
 - (C) the number of lots affected;
 - (D) the addresses or other identifying characteristics of those affected lots;
 - (E) proof of delivery of copies of the plot plan to all the registered owners of the units on the affected lots by registered or certified mail, sent by at least first class mail;
 - (F) the type(s) of marking(s) used to designate the existing and proposed lot line locations;
 - (G) if the park is a common interest development, as defined in Civil Code section 1351, and lot line change involves encroaching into a common area, compliance with the approval provisions of Civil Code section 1363.07.
 - (2) The names and residence addresses of the registered owners of the units on the lots affected by the lot line change and the addresses or other identification of their units' lots if different than the residence address;
 - (3) a copy of the original written authorization, signed and dated by each of the registered owners of the units on the lots affected by the lot line change, that includes the following statement:

I, [*name of registered owner(s)*], have received a copy of the plot plan dated [*date of plot plan*] proposing to change a lot line affecting the lot where my unit is located and I/we approve of the proposed change in the location of the lot line(s) as detailed on the plot plan.
 - (4) A written statement signed and dated by the park operator or the operator's agent that the lot line change is substantially consistent in all material factors with both of the following:
 - (A) all health and safety conditions imposed by the local government as a condition of the initial construction of that space or the park; and
 - (B) prior applicable local land use requirements for the park; and
 - (5) the applicable permit fee as specified in section 1020.7 of this chapter.
- (c) When the department is the enforcement agency and the number of lots in the park is increased or decreased by the change in lot lines pursuant to this section, the applicant shall deliver a written notice to the local planning agency, by personal delivery or by registered or certified mail, of the proposed change in the number of lots prior to or concurrent with its submission of the application to the department and provide a statement attesting to that delivery and the proof of delivery by either a stamped receipt or the proof of service by registered or certified mail. The notice shall include one copy of all the information required by paragraphs (1) through (4) of subsection (b) and the office address of the department's area office performing the inspection.
- (d) The enforcement agency shall perform an on-site inspection prior to approval of a lot line change or creation, in order to ensure consistency with this chapter and the application. Any existing lot line markings shall remain in place until after approval by the enforcement agency for the lot line change. At the time of inspection the applicant, or his or her designee, shall permanently mark the new lot line or lot lines pursuant to section 1104 of this chapter and eradicate any preexisting lot line markings. No approval shall be given for lot line changes without identification to the satisfaction of the enforcement agency of the existing lot line locations.
- (e) Following approval of the lot line change by the enforcement agency, the enforcing official shall sign and date the submitted plot plan signifying its approval. Copies of that approved plot plan shall then be given by the applicant to the registered owners of the units on all the affected lots.
- (f) No lot line shall be created, moved, shifted, or altered if the lot line creation or change will place a unit or accessory building or structure in violation of any provision of this chapter or any other applicable provision of law.

NOTE: Authority cited: Sections 18300, 18610, and 18612, Health and Safety Code. Reference: Sections 18501, 18610, 18610.5, and 18612, Health and Safety Code, and Sections 1351 and 1363.07, Civil Code.



Registered Owner Authorization for Mobilehome Lot Line Change

I, _____, have received a copy of the plot plan dated
[name of registered owner(s)]
_____ proposing to change a lot line affecting the lot where my unit
[date of plot plan]
is located and I/we approve of the proposed change in the location of the lot line(s) as
detailed on the plot plan.

Name of registered owner(s) & Signature(s)
Space Number

Date

Name of registered owner(s) & Signature(s)
Space Number

Date



Written Statement by Park Operator or Their Agent

I, _____, state to the best of my knowledge that the lot line
[park operator or park operator's agent]
change in the plot plan dated _____ is substantially consistent in all
[date of plot plan]
material factors with both of the following:

1. All health and safety conditions imposed by the local government as a condition of the initial construction of that space or the park; and
2. Prior applicable local land use requirements for the park

Name of park operator or agent & Signature

Date

California Civil Code §1363.07. Grant of Exclusive Use to Common Areas

- (a) *After an association acquires fee title to, or any easement right over, a common area, unless the association's governing documents specify a different percentage, the affirmative vote of members owning at least 67 percent of the separate interests in the common interest development shall be required before the board of directors may grant exclusive use of any portion of that common area to any member, except for any of the following:*
- (1) A reconveyance of all or any portion of that common area to the subdivider to enable the continuation of development that is in substantial conformance with a detailed plan of phased development submitted to the Real Estate Commissioner with the application for a public report.
 - (2) Any grant of exclusive use that is in substantial conformance with a detailed plan of phased development submitted to the Real Estate Commissioner with the application for a public report or in accordance with the governing documents approved by the Real Estate Commissioner.
 - (3) Any grant of exclusive use that is for any of the following reasons:
 - (A) To eliminate or correct engineering errors in documents recorded with the county recorder or on file with a public agency or utility company.
 - (B) To eliminate or correct encroachments due to errors in construction of any improvements.
 - (C) To permit changes in the plan of development submitted to the Real Estate Commissioner in circumstances where the changes are the result of topography, obstruction hardship, aesthetic considerations or environmental conditions.
 - (D) To fulfill the requirement of a public agency
 - (E) To transfer the burden of management and maintenance of any common area that is generally inaccessible and not of general use to the membership at large of the association.
 - (F) Any grant in connection with an expressly zoned industrial or commercial development, or any grant within a subdivision of the type defined in Section 1373.
 - (G)
 - (i) To install and use an electric vehicle charging station in an owner's garage or designated parking space that meets the requirements of Section 1353.9, where the installation or use of the charging station requires reasonable access through, or across, the common area for utility or meters.
 - (ii) To install and use an electric vehicle charging station through a license granted by an association under Section 1353.9
- (b) Any measure placed before the members requesting that the board of directors grant exclusive use of any portion of the common area shall specify whether the association will receive any monetary consideration for the grant and whether the association or the transferee will be responsible for providing any insurance coverage for exclusive use of the common area.