



**COMMUNITY DEVELOPMENT
DEPARTMENT
(925) 779-7035**

Procedure for Lot Line Adjustments

PURPOSE

The purpose of a lot line adjustment is to adjust the lot line between properties. No new lots can be created with a lot line adjustment.

PROCESS

Step 1 – Pre-application Conference

The applicant should discuss the proposal with the Planning Staff prior to submission of the formal application. This may be done over the counter without an appointment.

Step 2 - Filing of Application

Following the meeting with Staff, the applicant should submit the completed application, drawings, and other materials to the Department of Community Development as specified in this information sheet.

Step 3 - Review

Processing usually takes six to eight weeks to complete. Following approval by the City Engineer of the plats and descriptions the documents will be forwarded to the County Records Office for recordation by your Title Company, and they will provide you with a copy.

APPLICATION SUBMITTAL REQUIREMENTS

1. Completed application (attached)
2. Signed Statement of Understanding (attached)
3. Deposit as listed in the master fee schedule.
4. Materials described on Lot Line Adjustment Checklist (attached)

PROJECT LOCATION _____

LOT-LINE ADJUSTMENT CHECKLIST

Submit at least the following items: (additional items may be required)

1. A sketch showing existing buildings, utilities, easements, grades, etc. – Similar to the information provided on a tentative parcel map.
2. Copy of signed and notarized Grant Deeds or original signed and notarized acknowledgement by the property owners as to the processing of the Lot Line adjustment.
3. A recordable plat showing the following (8 ½ x 11 sheets):
 - a. An owner's statement, on a separate sheet, consenting to the preparation and recording of the plat for the lot-line adjustment (signed, dated, notarized acknowledgement).
 - b. The bearing and distance of all existing lot lines.
 - c. The "old" lot-line as a dashed line, with a note indicating "old line".
 - d. The "new" lot-line as a solid line, with a note indicating "new line".
 - e. Identify new parcel.
 - f. Identify transfer parcels.
 - g. Sheet number and total number of sheets shown on each sheet.
 - h. Scale no smaller than 1"=100'
 - i. North arrow on plat sheet(s).
 - j. Basis of Bearing shown on plat sheet(s). Basis of Bearing is California Coordinate Zone 3 or other basis approved by the City Engineer.
 - k. Equation of Bearings from grid to true north shown on each sheet.
 - l. Legend shown on each sheet.
 - m. All hand printed letters at least 1/8" high. All mechanical lettering at least 1/10" high.
 - n. Corners of all adjoining properties shown on map.
 - o. Adjoining parcels shown on a record map are identified by subdivision number or name and reference to the book and page of the recorded map.
 - p. Adjoining parcels not shown on a record map are identified by name of the last recorded owner and reference to the book and page of the recorded deed.
 - q. Lot/parcel boundaries conform to the information provided in the original map and preliminary title report.
 - r. Error of closure for boundary and individual lots does not exceed one part in 20,000.
 - s. Map bearings, distances and curve data agree with information on closure sheets.
 - t. Easements for roads, streets, paths, storm water drainage, sanitary sewers, or other public uses shown on plat.
 - u. Use of each easement identified on map.
 - v. All easements of record shown on the plat, together with the name of the Grantee and recording data. Review title report for such easements.
4. Submit closures for all revised lots and transfer parcels.

5. A current preliminary title report (within 6 months)
6. Legal descriptions of the revised lots/parcels
7. Legal descriptions of transfer parcels
8. Stamp, signature, and expiration date from a registered land surveyor or a civil engineer registered prior to January 1, 1982 on the legal descriptions and plats.