



## ***Lot Line Adjustment Check List***

To ensure timely processing, applicants should check their submittal packages for completeness and compliance to the following check list. Applicants are required to acknowledge completeness by initialing the spaces provided for each item. City staff will inventory these items upon submittal.

**THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:**  
***All items must be submitted unless an item is marked "N/A" and initial by City engineering personnel.***

- \_\_\_\_\_ 1. This submittal checklist.
- \_\_\_\_\_ 2. Transmittal from engineer or surveyor of work listing all items being submitted.
- \_\_\_\_\_ 3. Completed Uniform Application Form from Planning Division with requirements and signed by all affected property owners.
- \_\_\_\_\_ 4. Completed Request & Review Application Form from Engineering Division and signed by all affected property owners.
- \_\_\_\_\_ 5. Original and three (3) copies from owners(s) or applicant to City Engineer requesting Lot Line Adjustment and explaining reason for said request. With signed acknowledgement letter from property owners
- \_\_\_\_\_ 6. Two copies of legal documents(s) establishing signature authorization if property owners are other than individuals.
- \_\_\_\_\_ 7. Two set of Preliminary Title Report (issued within 30 days of application) for each lot or parcel being adjusted and all required legal references.
- \_\_\_\_\_ 8. Two sets of Vesting/Grant Deeds for each lot or parcel.
- \_\_\_\_\_ 9. Evidence that any holders of Deeds of Trust have no objections to the proposed boundary changes, serious title consequences may result if any of the parcels to be adjusted are subject to prior record liens (i.e. Deed of Trust, Mortgages, Money Judgments, etc.) and title is subsequently acquired by the lien holder through foreclosure. Those consequences can be avoided by obtaining and recording reconveyances or releases of said liens. Your title company can assist you with these matters.
- \_\_\_\_\_ 10. Three (3) copies of a Lot Line Adjustment Plot Plans accurately drawn to scale and prepared by California registered Land Surveyor. Each Plot Plan should be prepared 8 1/2" x 11" sheet one exhibit with the existing conditions & the following exhibit showing the new conditions. Each plat should have the following information:
  - (A) All exterior and interior lines shall be shown on the map and dimensioned based on information of record.
  - (B) Proposed new lines and lines to be eliminated shall be so identified by written notation or by legend and shall be readily.
  - (C) Areas of the initial and resulting parcels shall be identified in square footage or acreage.
  - (D) All existing structures, their uses, and other constructed improvements, located within existing lot lines or proposed new boundaries shall be accurately located and shown with dimensions from property lines.
  - (E) The locations, purpose, and width of all proposed and existing easements, streets, and appurtenant utilities located within existing lot lines or proposed new boundaries shall be accurately located and shown with dimensions from property lines.
  - (F) The approximate location of all watercourses, drainage channels, and existing drainage structures located within existing lot lines or proposed new boundaries shall be accurately located and shown with dimensions from property lines.
  - (G) The name of road or street and widths of abutting rights-of-way and their locations.
  - (H) North arrow, and scale
- \_\_\_\_\_ 11. Three (3) sets of Legal Descriptions typewritten in metes and bounds format on 8 1/2"x11" sheets separated for each newly adjusted lot or parcel.
- \_\_\_\_\_ 12. Two sets of Traverse Calculations with point sheets for after conditions for newly adjusted lots or parcel.
- \_\_\_\_\_ 13. Fees

Lot Line Adjustment Assemble

- Sheet 1 Lot Line Adjustment Recording Form
- Sheet 2 Exhibit "A" Existing Conditions Plot Plan
- Sheet 3 Exhibit "B" New Conditions Plot Plan
- Sheet 4 Exhibit "C" Legal Description for New Lot Conditions
- Sheet 5 Supporting Documents & Agreements or Misc items if needed