



LOT LINE ADJUSTMENT APPLICATION CHECKLIST

Items to be submitted

- ___ Completed application (attached). All property owners involved must sign the application.
 - ___ Three copies of a map of the proposed adjustment. Maps must include:
 - Drawn to scale, contain a north arrow.
 - Size of each existing lot and proposed lot.
 - All existing property lines, property lines to be deleted and proposed property lines.
 - Location of all existing improvements including buildings, structures, septic tanks and leach lines, wells, utilities, easements, driveways and streets.
 - ___ Preliminary title reports, dated within six months of the application, for each of the project properties.
 - ___ Copies of the recorded deed descriptions of the subject properties as they exist before the proposed adjustment.
 - ___ Legal descriptions of the subject properties as they will exist after the proposed adjustment.
 - ___ Appropriate fee.
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Following approval of the lot line adjustment:

Following staff approval of the lot line adjustment, two copies of all proposed grant deeds, deeds of trust or revised deeds, prepared by a California registered land surveyor or civil engineer, shall be submitted for review and approval by the City Engineer. The deed descriptions must describe each resultant lot by metes and bounds and contain a statement acknowledging combination or reduction of all affected lots or portions of lots.

Notes:

Any approval of a lot line adjustment shall be subject to the following conditions, plus any appropriate conditions which should be applied:

- No new lots or building sites shall be created as a result of this lot line adjustment.
- Any deed(s) of trust shall be adjusted commensurate with the new property descriptions.
- The lot line adjustment is not final until all grant deeds, deeds of trust or revised deeds accumulating and reducing the lots affected are recorded with an acknowledgement that prior property lines are eliminated by this action, and a copy of the recorded document is submitted to the Planning Department.
- Deeds containing the lot line adjustment descriptions must be recorded within two years of the approval date or the approval is void and the deeds may not be recorded.