

Development Services



LOT LINE ADJUSTMENT FILING INSTRUCTIONS

ITEMS TO BE SUBMITTED:

- ☐ Completed *Application for Lot Line Adjustment* (attached). All property owners involved must sign the application.
- ☐ Two copies of a map of the proposed adjustment, drawn to scale, showing locations of existing and proposed lot lines and any structures, wells, septic tanks, leach lines, etc. on the properties involved.
- ☐ Two copies of descriptions of the resultant parcels. The descriptions must be drawn, stamped, and signed by a California State licensed surveyor or engineer. The descriptions must describe each resultant parcel by metes and bounds and contain a statement acknowledging combination or reduction of any affected lots or portions of lots previously created by parcel map or subdivision.
- ☐ Appropriate fee
- ☐ After the lot line adjustment has been recorded, a copy of the recorded deeds/parcel map must be submitted to Planning to finalize the process.

NOTES:

Any approval of a lot line adjustment will be subject to the following conditions, plus any other appropriate condition which should be applied.

- No new parcels 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 adjustment is not final until the descriptions accumulating and reducing the parcels affected are recorded with an acknowledgement that prior parcel lines are eliminated by this action, and a copy of the recorded documents is submitted to the Planning Division in the Community Development Department.