



APPLICATION REQUIREMENTS FOR A LOT LINE ADJUSTMENT

Review of proposed adjustment of any property boundaries and recordation.

APPLICATION REQUIREMENTS:

- ☐ Required processing fee.
- ☐ Planning Application Cover Page.
- ☐ One copy and one original of the following: (to be prepared by a licensed Land Surveyor or Civil Engineer).
 - ☐ Plot Plan: A legible plot plan showing the dimensions of the existing and proposed parcel boundaries, building envelopes and setbacks.
 - ☐ Legal Description: description of each property describing the properties and the areas to be subtracted and added.
- ☐ Affidavit of Ownership form and attached notary forms.
- ☐ Title Report: Two copies of the preliminary title report for all properties involved with the lot line adjustment.

Applicant(s): Name(s): _____
Mailing Address: _____
Phone (Business): _____ Phone (Home): _____
Interest in Property: _____

Signature of Applicant(s): _____ Date: _____

Engineer:

Name: _____ License Number: _____
Company: _____
Mailing Address: _____
Phone (Business): _____ Phone: (Home): _____

Property #1:

Name: _____
Mailing Address: _____
Phone (Business): _____ Phone (Home): _____
Site Address: _____ Assessor's Parcel Number: _____
Present Zoning: _____ General Plan Land Use Map Designation: _____
Acreage of Parcel Before and After Lot Line Adjustment: Before: _____ After: _____
Existing or Previous Use: _____
Proposed Use: _____

Signature of Property Owner Number #1: _____ Date: _____

Property #2:

Name: _____

Mailing Address: _____

Phone (Business): _____ Phone (Home): _____

Site Address: _____ Assessor's Parcel Number: _____

Present Zoning: _____ General Plan Land Use Map Designation: _____

Acreage of Parcel Before and After Lot Line Adjustment: Before: _____ After: _____

Existing or Previous Use: _____

Proposed Use: _____

Signature of Property Owner Number #2: _____ Date: _____

Briefly describe the proposed lot line adjustment: _____

Briefly describe why the lot line adjustment is desired: _____

Note: If more than two property owners are involved in the application, please provide all of the above information for the additional properties on an attached sheet of paper

All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.