LOT LINE ADJUSTMENT

A lot line adjustment allows property owners to modify the location of their property lines. A licensed land surveyor or registered civil engineer must prepare portions of the lot line adjustment application.

APPLICATION REQUIREMENTS:

- Required processing deposit of $525.00 plus $50.00 per parcel or lot
- Application for Lot Line Adjustment form (see attached)
- Two copy 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, buildings, major trees, fences, improvements and setbacks
  - Legal Description: description of each property describing the properties and the areas to be subtracted and added. A copy of a traverse calculation of each lot
- Affidavit of Ownership form and notary forms (attached)
- Title Report: Two copies of the preliminary title report for all properties involved with the lot line adjustment
- Applicant’s authorization to enter property for field review

Note: 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.
APPLICATION FOR LOT LINE ADJUSTMENT

Applicant(s):

Name(s):

Mailing Address:

Phone (Business): Phone (Home):

Interest in Property:

Property Owner #1:

Name:

Mailing Address:

Phone (Business): Phone (Home):

Property Owner #2:

Name:

Mailing Address:

Phone (Business): Phone (Home):

Engineer:

Name: License Number:

Company:

Mailing Address:

Phone (Business): Phone (Home):

Property #1:

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:
Property #2:
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: ________________________________
Briefly describe the proposed lot line adjustment: ________________________________
Briefly describe why the lot line adjustment is desired: ________________________________

Property # 3 or more: Same information as property 1 and 2
Printed Name of Applicant(s): ________________________________
Signature of Applicant(s): ________________________________ Date: _________
Printed Name of Property Owner #1: ________________________________
Signature of Property Owner Number #1: ________________________________ Date: _________

Printed Name of Property Owner #2: ________________________________
Signature of Property Owner Number #2: ________________________________ Date: _________

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.
AFFIDAVIT OF OWNERSHIP

I (we) am (are) the owner(s) of the property for which a lot line adjustment approval is sought or have the lawful power of Attorney of the property:

Name of Property owner: __________________________ Phone: __________________

Mailing Address: _____________________________________________

Assessor’s Parcel Number: ______________________________________

Signature: _____________________________________________________ Date: ______

Name of Property owner: __________________________ Phone: _____________

Mailing Address: _____________________________________________

Assessor’s Parcel Number: ______________________________________

Signature: _____________________________________________________ Date: ______

Name of Property owner: __________________________ Phone: _________

Mailing Address: _____________________________________________

Assessor’s Parcel Number: ______________________________________

Signature: _____________________________________________________ Date: ______

Name of Property owner: __________________________ Phone: _____________

Mailing Address: _____________________________________________

Assessor’s Parcel Number: ______________________________________

Signature: _____________________________________________________ Date: ______

Note: All signatures of property owners must be notarized. Please attach all notary forms. If signing with Power of Attorney, a copy of the document giving the power of attorney must be attached to the application.
DECLARATION UNDER PENALTY OF PERJURY

AFFIDAVIT:

1. I attest under penalty of perjury to the truth and correctness of all the facts, exhibits, maps, and attachments, presented with and made a part of this application.
2. I understand that a planner will visit the subject site in connection with this application.
3. I agree to pay all required application fees and cost.
4. I have contacted the owner and he has given his permission to process this application, or I am the property owner.

Applicant(s):
Applicant’s Name: ________________________________

Applicant’s Signature: ____________________________ Date: __________

Applicant’s Name: ________________________________

Applicant’s Signature: ____________________________ Date: __________

AFFIDAVIT:

I am the owner of the property involved in this application, and I consent to the preparation and submission of this application.

Property Owner(s):
Property Owner’s Name: ________________________________

Property Owner’s Signature: ____________________________ Date: __________

Property Owner’s Name: ________________________________

Property Owner’s Signature: ____________________________ Date: __________