



LOT LINE ADJUSTMENT APPLICATION

TO BE COMPLETED BY STAFF

File Number: _____	Receipt #: _____	Date: _____
	Amount: _____	By: _____

Location _____

TO BE COMPLETED BY APPLICANT

(Please Print or Type)

Net acreage of each parcel is identified on Exhibit "A" Plat **Before** and **After** lot line adjustment
 (If there are additional Parcels, attach a separate sheet, using the format below, to provide that information.)

Parcel A:	Parcel B:	Parcel C:
Address: _____	Address: _____	Address: _____
APN: _____	APN: _____	APN: _____
Owner: _____	Owner: _____	Owner: _____
Acreage before: _____	Acreage before: _____	Acreage before: _____
Acreage after: _____	Acreage after: _____	Acreage after: _____

Reason for LLA (Describe scope and purpose of request; can be on separate sheet):

Attach Authorization and Certification of Ownership. (See submittal instructions for all submittal requirements.)

The name, address, license number and telephone number of the **Licensed Land Surveyor** or **Civil Engineer** who prepared the attached Exhibit "A" is as follows:

Print name of Surveyor or Engineer	Name of Firm, If applicable	License #
Address	City	State
Daytime Telephone # ()	Fax # ()	E-mail Address

CONTACT PERSON (If other than the Engineer or Surveyor listed above)

Print name	Name of Firm, If applicable
Address	City
Daytime Telephone # ()	Fax # ()



Instructions for

LOT LINE ADJUSTMENT

General Information

The lot line adjustment is a routine procedure that may be used to adjust lot lines between four or fewer existing adjoining lots, where the land taken from one parcel is added to an adjoining parcel, and where a greater number of parcels than originally existed is not created. The lot line adjustment is subject to City approval and takes roughly two to three months to complete.

A lot line adjustment is often used to merge two or more parcels into a single parcel. In the case of a lot merger, all parcels involved must be under IDENTICAL LEGAL OWNERSHIP.

By itself, the City's approval of a lot line adjustment DOES NOT change ownership of the land nor does it revise property lines. It only approves the changing of the position of a lot line, and certifies that the new lot size or shape created meets City codes.

An approved lot line adjustment must be followed up by the involved property owners by the execution of a grant deed, where one owner deeds a portion of one of the lots to the other owner. The legal descriptions in such a deed must conform to the legal description in the approved lot line adjustment.

Please note that not all lot line adjustments are approved. If the adjustment will create substandard lot widths or lot sizes, or if it will create unacceptable building setbacks or other problems, it may be rejected.

For assistance in the preparation of grant deeds, applicants are suggested to contact a licensed civil engineer or surveyor, an escrow company, Title Company, attorney, or other capable and experienced professional.

If there are any questions, please contact the City Engineer's office, at (408) 866-2150.

Submittal Instructions

Prior to submittal of an application, the applicant should contact the Engineering and Planning Divisions to verify that the adjustment will not violate any City requirements.

Please complete the attached application and return it, in person at a scheduled appointment, to the Public Works Department, along with:

1. **1 original** and **3 copies** of the following:

- A. **Plat.** A legible plan showing the dimensions of the existing and proposed parcel boundaries. Boundaries for all parcels proposed to be reconfigured are to be shown in their entirety. If more than one sheet is needed, a key map showing all subject parcels is required. The plan should be drawn to scale, dated and titled on 8 ½" x 11" size paper. The plan should state, "Lot line adjustment for _____" (insert name of owner or other suitable title). (See "Exhibit A, Lot line adjustment sample")
- B. **Legal Descriptions.** The legal description is an 8 ½" x 11" metes and bounds description of the proposed (adjusted) properties. Provide a plat and description for: 1) the land(s) being transferred, 2) Each property with the area to be added and/or subtracted.

The legal description and plat shall be prepared and signed by a qualified Registered Civil Engineer or Land Surveyor pursuant to the Professional Land Surveyor's Act. The documents must comply with the requirements below.

Legal Description and Plat Map Requirements

- 1. Provide all bearings and distances appropriate for the description and clarity.
- 2. Area, in square feet, to be indicated on plat and legal description of new lots to be exchanged. Also indicate the area of each new lot at the end of its legal description.
- 3. Existing designations such as lot number and the subdivision recording date.
- 4. All easements for public and private purposes.
- 5. Abutting lot recording information.
- 6. Abutting streets, alleys, centerlines, right-of-way, and widths.
- 7. Identify the basis of bearings on plat and legal description (provide record map/document).
- 8. Legal description and closure calculations to read clockwise.
- 9. Existing lot line(s), lot line(s) deleted and/or new adjusted lot line(s) clearly identified.
- 10. Vicinity map, if necessary
- 11. North arrow and scale
- 12. Legal description shall be titled "Exhibit A, Legal Description".

- 13. Wet stamped and signed Engineer/Surveyor seal on plat and legal description.
 - 14. Other pertinent information needed for clarity (City plan check may ask for further information).
2. **Site Plan.** Since only certain information can be on the official recorded lot line adjustment plat, a site plan is required showing the additional information necessary to verify compliance with adopted City ordinances.

Submit a separate site plan showing structures, walls, fences and trees located adjacent to the adjusted lot line(s), sufficient to determine the location of these facilities with respect to the new lot line(s).

Submit:

- 3 copies in 11"x17" size
- 1 copy in 24"x36" size

The following information must be included on the site plan:

- A. The location and width of all existing or proposed easements or rights-of-way, whether public or private, for access roads, drainage, sewers, or flood control purposes. Label the easements as existing or proposed and indicate to whom the easement is granted.
- B. The location of any above ground or underground structures on the site. Dimension distances from proposed property lines to structures. If there are no structures on the lots proposed for adjustment, add a note on the site plan stating that fact.
- C. Any other information, as determined necessary by the City, on a case-by-case basis, to completely and properly assess the proposed lot line adjustment.
- D. A Record of Survey shall be required for the adjustment, if required by Section 8762 of the California Business and Professions Code.
- E. Show existing parcel lines that will be removed.
- F. Project Data: For each existing and reconfigured parcel, provide the following information:
 - i. Building square-footage (broken down by structure)
 - ii. Lot Coverage
 - iii. Floor Area Ratio
 - iv. Lot Size

- G. Setbacks: Show all new/existing building setbacks resulting from the lot line adjustment.
- 3. **Assessor's map.** Submit two (2) copies of the assessor's map for the subject properties.
 - 4. **Authorization and Certificate of Ownership.** (Included in this application) All signatures must be **notarized**.
 - 5. **Beneficiary's Consent to Lot Line Adjustment.** (Included in this application). Beneficiaries for all lots must consent to adjustment. All signatures must be **notarized**.
 - 6. **Title Report.** Two (2) copies of the preliminary title reports for all properties involved, current within 3 months.
 - 7. **Grant Deeds.** Two (2) copies of the current grant deeds for all properties involved
 - 8. **Reference Map(s).** Two (2) copies of all referenced maps, documents and/or deeds used to prepare the plat and legal description.
 - 9. **Closure Calculations.** Two (2) copies of closure/area calculations to verify all descriptions. Indicate degree of accuracy.
 - 10. **Fees.** Lot line adjustment application fee (see fee schedule). Recording fees will be collected by the County Recorder following application approval.
 - 11. Any other information deemed reasonable and necessary by the City Engineer or Community Development Director.

Note: This application shall expire in the event that said Lot Line Adjustment is not recorded with the Grant Deed(s) conveying the real property within 6 months (180 days) of the date of submittal.

Process

1. All submittals and fees shall be made to the Public Works Department.
2. City staff reviews the application and related documents for technical accuracy and acceptable format for recording.
3. The applicant will be notified after the Lot Line Adjustment submittal has been checked. The applicant shall cause corrections and revisions to be made, and resubmit the documents for verification.
4. Once all documents meet City’s requirements, the Public Works Department will prepare
 - A. Certificate of Compliance. This Certificate is the City’s approval form. The legal description(s) and plat of the adjusted parcels will be attached to the Certificate. The Certificate must be signed by the City.
 - B. Grant Deed(s) to transfer property(ies) held in different ownership (if applicable). For properties held under different ownership, City prepares proposed grant deed(s) to transfer land from one property owner to another that are necessary to facilitate the proposed adjustments to the property lines between two different owners. Deed to be signed by property owner(s).
 - C. Grant Deed(s) for Lot line adjustment purposes: City prepares a proposed grant deed(s) that will adjust the property lines using the new legal descriptions of the adjusted parcels. This is required to change property lines. The property owner essentially grants the land to himself or herself using the new legal descriptions of the adjusted parcels. Deed to be signed by property owner(s).
 - D. Any other applicable documents.
5. When all documents have been approved by the City and fully signed, the applicant’s title company must record the following concurrently:
 - A. Certificate of Compliance.
 - B. Grant deed(s) to transfer property(ies) held in different ownership (if applicable).
 - C. Grant deed(s) for lot line adjustment purposes.
 - D. Any other applicable documents.

6. Conformed copies of the recorded documents are required to be submitted to the Public Works Department. The applicant is responsible to have all deeds of trust and mortgages modified to correspond to the new lot lines.

Submittal Checklist

1. ___ Appointment scheduled with City staff (Applications will only be accepted at a scheduled appointment).
2. ___ Lot Line Adjustment Application form.
3. ___ 1 original & 3 copies of plat and legal description.
4. ___ 3 copies of the site plan in 11x17 size.
5. ___ 1 copy of the site plan in 24x36 size.
6. ___ 2 copies of the Assessor’s map.
7. ___ Owner Authorization form.
8. ___ Beneficiary’s Consent form.
9. ___ 2 copies of the preliminary title report.
10. ___ 2 copies of the current grant deeds for all properties.
11. ___ 2 copies of all referenced documents.
12. ___ 2 copies of closure calculations.
13. ___ Application Fee

Authorization and Certificate of Ownership:

I (we) certify that I am (we are) the record owner(s) of the properties described in this lot line adjustment application, that the information contained herein is true and correct to the best of my (our) knowledge, and that I (we) consent to the lot line adjustment/merger as described herein.

Owner “Parcel A”

Owner “Parcel B”

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Address: _____

Address: _____

Date: _____

Date: _____

Note: Signatures of Owners must be properly notarized, with a proper Notary Acknowledgement form attached.

If an agent or other representative of the property owner executes this application, a copy of the Power of Attorney authorizing such action must be attached.

Please attach all required backup information for a complete application.

If more than two (2) parcels, attach additional sheets with owners’ signature.

BENEFICIARY'S CONSENT TO LOT LINE ADJUSTMENT

_____, IS THE Beneficiary under the Deed of Trust dated _____ (the "Deed of Trust") executed by _____, and recorded _____ as Instrument No. _____ in the Official Records of the Office of the County Recorder for the County of Santa Clara, State of California. The Deed of Trust encumbers the real property described in the attached Lot Line Adjustment, Exhibit A. Pursuant to the request of the Beneficiary of the Trust Deed, Beneficiary does hereby consent to the execution and recordation of the Lot Line Adjustment, and agrees that upon recordation of the Lot Line Adjustment, the Beneficiary's and Beneficiary's interests in said real property shall apply to the entire adjusted parcel rather than merely a portion of the adjusted parcel.

BENEFICIARY: _____
Name of Beneficiary

By _____
(Type Name and Title)

(Type Name and Title)

(Signature)

(Signature)

(Business Address)

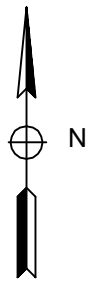
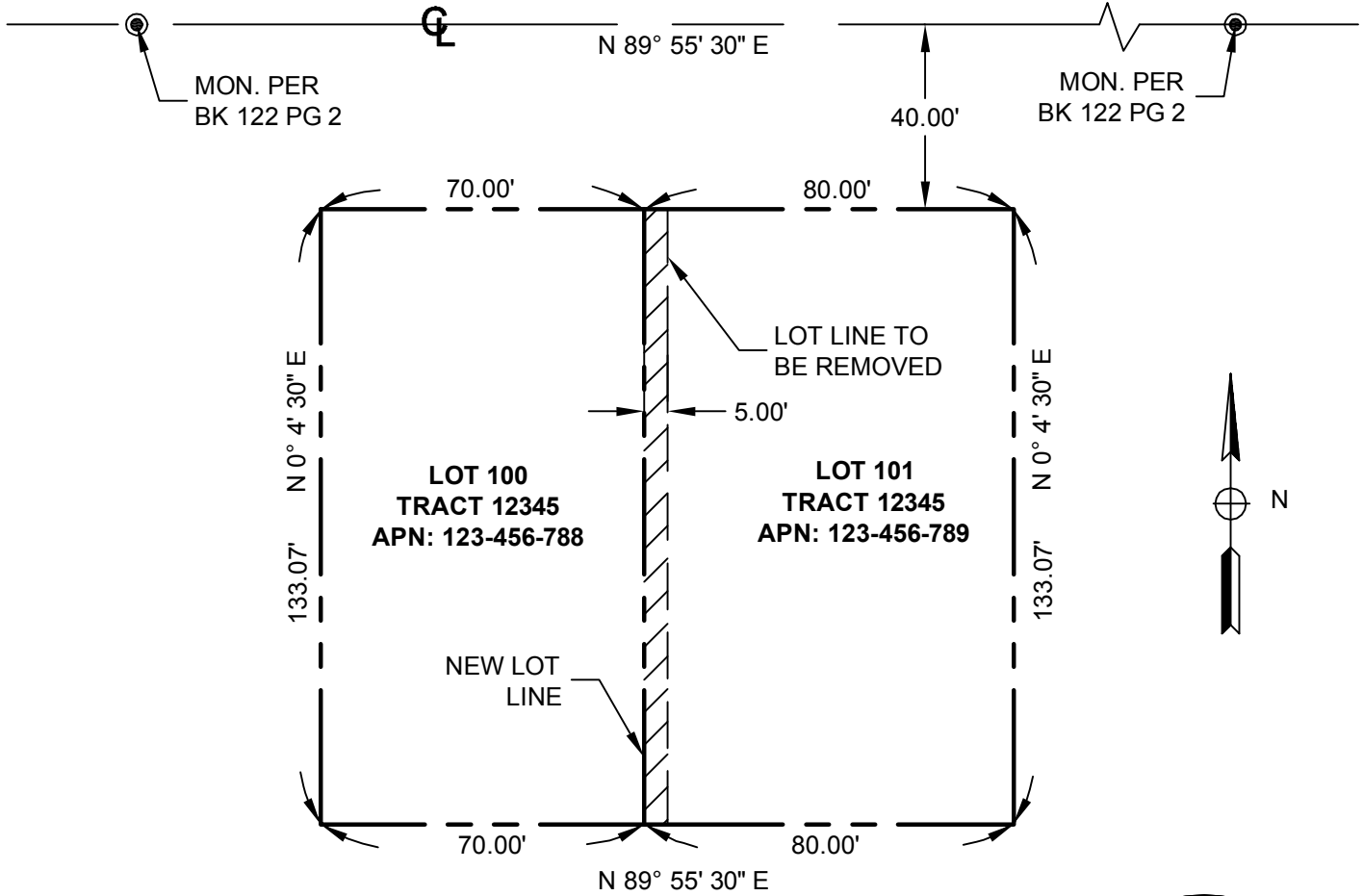
(Area Code and Phone Number)

(Subject Property Address)



(APN)

(This consent will be recorded. A notary acknowledgement for all signatures must be attached.)

HAMILTON AVENUE



LEGEND

-  AREA TO BE TRANSFERRED
-  FOUND MONUMENT

BASIS OF BEARINGS

THE BEARING OF NORTH 89° 55' 30" WEST, BETWEEN THE MONUMENTS ALONG HAMILTON AVENUE, AS SHOWN ON THAT CERTAIN TRACT MAP NO. 12345, RECORDED IN BOOK 122 PAGE 2, SANTA CLARA COUNTY RECORDS, WAS TAKEN AS THE BASIS OF BEARING FOR THIS SURVEY.

LOT SQUARE FOOTAGE	LOT 101	LOT 100
EXISTING	9,980	9,980
PROPOSED	9,315	10,646

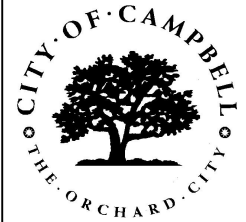


EXHIBIT A LOT LINE ADJUSTMENT SAMPLE APPLICANT: NAME

CITY OF CAMPBELL PUBLIC WORKS DEPARTMENT
70 N. FIRST ST. CAMPBELL, CA 95008 PH (408) 866-2150

SCALE: 1" = 40'
DATE: 1/15/2008
SHEETS: 1 OF 1
DWG BY:
CHK: