

## INSTRUCTIONS FOR THE FILING OF A REQUEST FOR LOT LINE ADJUSTMENTS

A lot line adjustment may be used in lieu of a parcel or final map to adjust the property lines of two or more existing and adjacent parcels. The total number of parcels after the lot line adjustment cannot be greater than the total number of parcels before the lot line adjustment. Lot line adjustment is often used to merge two or more parcels into a single parcel and takes roughly two to three months to complete.

A lot line adjustment has three basic steps.

1. Community Development Department Approval.

Submit a lot line adjustment application to the Community Development Department. The application must include five copies of a plot plan showing the existing and proposed lot boundaries, footprints of any existing and proposed buildings and any Heritage trees that are affected by the proposed lot line adjustment. (For lot mergers that merge two or more parcels into a single parcel, the building footprints and Heritage trees do not need to be shown on the plot plan.) The plot plan should be drawn to scale, dated and titled. The application should include a preliminary title report for all property subject to the application.

The Community Development Department will review the application for completeness and conformity with the zoning, building, easement and utility service requirements. Within 30 days of a complete application, the Subdivision Committee will conditionally approve (or deny) the application. The Community

Development Department will send a letter to the applicant stating the approval (or denial) of the application, together with any conditions of approval.

2. Public Works Department Approval.

After receiving approval from the Community Development Department, submit the proposed lot line adjustment documents to the Public Works Department. The lot line adjustment documents include: (a) an 8.5" x 11" plat and legal description of the adjusted parcels; (b) current preliminary title report; (c) unsigned copy of the grant deed to adjust the property lines; and (d) a copy of the Community Development Department's approval letter with the conditions of approval. The Public Works Department will review the submitted material and prepare a Notice of Lot Line Adjustment.

The Notice of Lot Line Adjustment is a document that indicates the property owner's, trustee's and City's consent or notice of the lot line adjustment. The plat and legal description of the

adjusted parcels are attached to the Notice of Lot Line Adjustment. The applicant must have the property owners and trustees sign and notarize the Notice of Lot Line Adjustment and return the Notice of Lot Line Adjustment to the Public Works Department. After the applicant completes all of the conditions of approval, the City will sign the Notice of Lot Line Adjustment.

a. Plat Requirements. The plat is an 8.5" x 11" map of the existing and proposed properties. A registered civil engineer or land surveyor must prepare the plat. The plat must show the following:

- (1) Lot layout showing the dimension and bearings of each lot. Clearly indicate the new property lines and existing property lines to be removed.
- (2) The existing and proposed lot areas (square feet).
- (3) Each lot should be numbered or lettered for identification.
- (4) Assessor Parcel Numbers of the existing lots.
- (5) Location, width and purpose of all existing and proposed easements on the lots.
- (6) Names and lines of existing streets that are adjacent to the lots.

(7) Date, north arrow and scale.

(8) Names of the property owners and person who prepared the plat.

(9) One-half-inch (1/2") margins.

b. Legal Description Requirements.

The legal description is an 8.5" x 11" metes-and-bounds description of the proposed (adjusted) properties. A registered civil engineer or land surveyor must prepare the legal description.

c. Lot Line Adjustment Deed. By itself, the Notice of Lot Line Adjustment does not revise the property lines. A grant deed is required with the Notice of Lot Line Adjustment to change the property lines. The property owner essentially grants the land to himself or herself using the new legal descriptions of the adjusted parcels.

3. Recording the Lot Line Adjustment Documents.

After the Public Works Department has signed the Notice of Lot Line Adjustment, the applicant's title company records the Notice of Lot Line Adjustment concurrent with lot line adjustment deed at the Santa Clara County Recorder's Office. A copy of the recorded deed(s) to adjust the property line will need to be submitted to the Public Works Department. Complex lot line adjustments may require ancillary documents to be recorded with the lot line adjustment.