



CITY OF CAMPBELL
Public Works Department

LOT LINE ADJUSTMENT APPLICATIONS
ENGINEERING APPLICATION CHECKLIST

(Download at <https://www.campbellca.gov/DocumentCenter/View/432>)

This Engineering Application Checklist (“Checklist”) is intended to facilitate the submittal of a Lot Line Adjustment application to the City of Campbell Engineering Division. Lot Line Adjustment applications are typically submitted to implement a Condition of Approval from a Planning or Building permit, or after a detailed discussion with Engineering and Planning staff to ensure the proposal is feasible. If you need additional assistance, please contact the Engineering Division at (408) 866-2150.

APPLICATION TYPES

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. The approved lot line adjustment will also include new Grant Deeds for the property owners to execute, where one owner deeds a portion of one of the lots to the other owner.

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. Therefore, it is strongly recommended that the applicant invest in a preliminary discussion with Planning Division staff to discuss the proposed lot line adjustment prior to making a formal application.

APPLICATION TYPES	
APPLICATIONS	DESCRIPTION
■ Lot Line Adjustment	■ Used to adjust lot lines (property lines) between four or fewer parcels – most adjustments involve moving a property line between two parcels.
■ Lot Merger	■ Used to merge multiple parcels into one parcel – commonly used with older properties that are made up of multiple legal parcels.
Note: If there are any questions, please contact the Public Works Land Development team at (408) 866-2150.	

DIGITAL SUBMISSION REQUIRED

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications must be electronically submitted through the MGO system**, accessible at <https://campbellca.gov/pwmgo>. Before you submit an application for the first time, you must create a user account. For more information, please visit the City’s Application Center at <https://www.campbellca.gov/1050/>. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Checklist should be directed to the Engineering Division at (408) 866-2150 or publicworks@campbellca.gov. If you require accommodation, there is a public kiosk in City Hall that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Checklist, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

When applying in MGO, please select the Application Type: “Map Review – Lot Line Adjustment / Lot Merger”

ENGINEERING REVIEW PROCESS

If you are considering an application for a Lot Line Adjustment, please contact the Engineering and Planning Divisions to ensure your proposal is feasible prior to making an application.

Once an application is deemed complete, City staff reviews the completed application and related documents for technical accuracy and acceptable format for recording. Upon completion of City review, the applicant will be notified of any necessary corrections and revisions. Applicant will make said corrections and resubmit the documents to the City for review.

Once all documents meet the City’s requirements, the Engineering Division will prepare:

- Certificate of Lot Line Adjustment - 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 will be signed by the City.
- Grant Deed(s) to implement changes in lot lines. Deed(s) to be signed by property owner(s).

When all documents have been approved by the City and fully signed, they will be given to the applicant for recordation at the [Santa Clara County Recorder’s Office](#). Conformed copies of the recorded documents are required to be submitted to the Engineering Division. The applicant is responsible to have all deeds of trust and mortgages modified to correspond to the new lot lines.

LEGAL DESCRIPTION AND PLAT MAP REQUIREMENTS

Provide legal description(s) and a plat for: 1) the land(s) being transferred; and 2) Each property with the area to be added and/or subtracted. A Lot Merger requires only a single legal description and a plat describing the merged parcel.

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. Stamped and signed Engineer/Surveyor seal on plat and legal description(s).
14. Other pertinent information needed for clarity (City plan check may ask for further information).

Please note: Samples from previously approved projects can be provided on request to assist the Surveyor in understanding what is expected. *A picture is worth a thousand words.*

SITE PLAN REQUIREMENTS

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).

Site Plan Requirements

The following information must be included on the site plan:

1. 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.
2. 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.
3. Show existing parcel lines that will be removed.
4. Setbacks: Show all new/existing building setbacks resulting from the lot line adjustment.
5. Project Data: For each **existing** and **reconfigured** parcel, provide the following information:
 - a. Building square footage (broken down by structure)
 - b. Lot Coverage
 - c. Floor Area Ratio
 - d. Lot Size
6. Vicinity map, if necessary.
7. North arrow and scale.
8. A Record of Survey shall be required for the adjustment, if required by Section 8762 of the California Business and Professions Code
9. 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.

REQUIRED APPLICATION MATERIALS

Upon submittal to the MGO system, a staff member will review your uploaded materials for general adequacy with specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected. Further, please be advised that the submission of Application Materials, including when responding to a notice of incompleteness, must be provided all together and cannot be piecemealed.

#	REQUIRED APPLICATION MATERIALS
<i>(provide as separate documents)</i>	
1.	Request Letter prepared and signed by the applicant detailing the purpose of the proposed lot line adjustment. If the lot line adjustment was a condition of approval of a Planning or Building permit, please reference that as well.
2.	Preliminary Title Report prepared by a title company for all properties involved. Must be dated within three (3) months of application date. For smaller projects, a "Condition of Title Guarantee" may be acceptable in-lieu of a full title report.
3.	Site Plan prepared in accordance with the requirements previously listed in this handout under "Site Plan Requirements".
4.	Legal Description(s) and Plat Map prepared in accordance with the requirements previously listed in this handout under "Legal Description and Plat Map Requirements".
5.	Closure Calculations that are computer generated and verify the closure/area calculations for all descriptions. Indicate degree of accuracy.
6.	Grant Deeds and Reference Maps used to prepare the plat and legal description(s). Must include current grant deeds for all properties involved.
7.	Authorization and Certificate of Ownership (included in this application) signed by all property owners. All signatures must be notarized.
8.	Acknowledgement Statement (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.

APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically in [Adobe PDF](#) (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table on the following page.** Please do not add dates, numbers, acronyms, special characters (!, @, #, \$, %, ^, &, ", ", and *), version numbers or prefix numbers to the file names. Please also ensure that the Project Plans, inclusive of all required sheets, **are combined into a single PDF file.** Separate PDF files will not be accepted and will result in rejection of your application.

REQUIRED FILE NAMING FORMAT	
Required Material <i>(one PDF file for each item)</i>	Required File Name Format <i>(label each file exactly like this)</i>
■ Request Letter	■ Request Letter
■ Preliminary Title Report	■ Title Report
■ Site Plan	■ Site Plan
■ Legal Description and Plat Map (inclusive of legal description, plat map, closure calculations, and referenced deeds and maps)	■ Plat and Legal (Submittal #) <i>Example: Plat and Legal (Sub 1)</i>
■ Closure Calculations	■ Closure Calculations
■ Grant Deeds and Reference Maps	■ Deeds and Maps
■ Authorization and Certificate of Ownership	■ Ownership Certificate
■ Acknowledgement Statement	■ Acknowledgement Statement

APPLICATION FEES

Payment of application fees is required prior to processing your application. Once your application has been reviewed and found to be complete, staff will generate an invoice for the application fees and e-mail it through the permitting system. Failure to pay in a timely manner may result in your application being removed from the application queue (rejected), requiring a new application to be submitted. The application fee schedule is available at <https://www.campbellca.gov/160/Fees>. Please note that the City charges a 3.36% processing fee for all credit card transactions and a 1% processing fee for all ACH (electronic check) transactions. Cash or check payments may be made at the City Finance Department at no additional cost.

Authorization and Certificate of Ownership:

We certify that we are the record owners of the properties described in this lot line adjustment application, that the information contained herein is true and correct to the best of our knowledge, and that we consent to the lot merger as described herein.

“Parcel A”

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Address: _____

Address: _____

Date: _____

Date: _____

“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.



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ACKNOWLEDGEMENT STATEMENT

Please read carefully. These are legally binding statements that may warrant consultation with legal counsel and/or a translator prior to signing. Misrepresentation may result in revocation of an issued building permit. Signature by the Applicant (or contractor), and Property Owner (or a duly authorized individual who may sign on behalf of a corporation, non-profit organization, limited liability company, joint partnership, homeowner associations, etc.) constitutes acknowledgment and/or acceptance of the following by all parties:

- (1) The City of Campbell is granted release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this permit application for the City’s regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the [California Public Records Act \(CPRA\)](#);
- (2) All notices and communications may be provided electronically via email or through the MGO system. This acknowledgement constitutes a voluntary and knowing waiver to receive a physical copy of any such correspondence;
- (3) An application to Public Works is not deemed submitted until all required materials have been confirmed received and all application fees have been paid;
- (4) If the Public Works application involves construction activities, then the contractor shall maintain their required license and bond in good standing with the Contractors State License Board, a current City of Campbell Business License, and all City required insurance coverage during the entirety of construction activity;
- (5) Issuance of a Public Works permit shall not be construed to be an approval of a violation of any local, State, or Federal laws; a permit issued in error under such circumstance shall be considered void;
- (6) Construction activity shall occur in compliance with the time and noise limitations specified in the Special Provisions of the approved permit, as well as with local and State air quality and stormwater protection requirements;
- (7) Revisions to approved construction plans must receive prior City approval. Construction performed not in compliance with approved construction plans may result in the constructed improvements being rejected and requiring reconstruction; and
- (8) The information submitted with the permit application is true and correct to the best of my knowledge.

ATTEST:

APPLICANT ACKNOWLEDGEMENT

Name:	Title (if applicable):	Signature:	Date:
_____	_____	_____	_____

PROPERTY OWNER ACKNOWLEDGEMENT

Name:	Title (if applicable):	Signature:	Date:
_____	_____	_____	_____

Company (if applicable):
