



## 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. 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.

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.

Beginning January 2020, all Public Works applications shall be submitted through the new on-line permitting system known as MyGovernmentOnline and available here:  
<http://www.campbellca.gov/1050/Applications-Center>

All files shall be uploaded at time of application and be labeled appropriately. **If a document is comprised of multiple pages or sheets, please combine them all into one PDF file, orientated such that it is readable without requiring subsequent rotation of the pages.**

Once staff has reviewed the on-line submittal and found it to be complete, an invoice for the application fees will be created and an in-person appointment will be scheduled with the applicant to complete the submittal. Payment of application fees will be expected at time of appointment.

The following documents must be submitted/uploaded with the on-line application:

#### 1. **Plat and Legal Description.**

Provide plat(s) and legal description(s) for: 1) the land(s) being transferred, 2) Each property with the area to be added and/or subtracted.

*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.*

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).

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 Parcel Map.** Submit a copy of the most recent assessor’s parcel map for the subject properties.

- 4. **Authorization and Certificate of Ownership.** (Included in this application) All signatures must be **notarized**.
- 5. **Title Report.** Preliminary title reports for all properties involved, current within 3 months. For smaller projects, a “Condition of Title Guarantee” may be acceptable in-lieu of a full title report.
- 6. **Grant Deeds.** Current grant deeds for all properties involved.
- 7. **Reference Map(s).** Copies of all referenced maps, documents and/or deeds used to prepare the plat and legal description.
- 8. **Closure Calculations.** Computer generated closure/area calculations to verify all descriptions. Indicate degree of accuracy.
- 9. **Fees.** Lot line adjustment application fee (see current Fee Schedule). Recording fees will be collected separately by the County Recorder following application approval at time of recordation.
- 10. Any other information deemed reasonable and necessary by the City Engineer or Community Development Director.

**Process**

1. All submittals and fees shall be made to the Public Works Department through the on-line portal (MGO).
2. City staff reviews the application for completeness. If application is complete, staff prepares invoice for fees and schedules submittal meeting. If application is incomplete, applicant is notified of missing or incomplete items.
3. City staff reviews the completed application and related documents for technical accuracy and acceptable format for recording.
4. 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.
5. Once all documents meet the City’s requirements, the Public Works Department will prepare:
  - A. 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.
  - 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.
6. 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 Lot Line Adjustment.
  - 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.
7. 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. \_\_\_ Verify proposed Lot Line Adjustment is feasible with City Planning Division.
2. \_\_\_ Make Lot Line Adjustment Application via City On-line portal (MGO) for “Map Review – Lot Line Adjustment”.
3. \_\_\_ Upload PDF of plat(s) and legal description(s).
4. \_\_\_ Upload PDF of the Site Plan.
5. \_\_\_ Upload PDF of the Assessor’s Parcel Map.
6. \_\_\_ Upload PDF of Owner Authorization form (submit original copy to City staff at subsequent submittal meeting)
7. \_\_\_ Upload PDF of Preliminary Title Report(s).
8. \_\_\_ Upload PDF of the current Grant Deeds for all properties.
9. \_\_\_ Upload PDF of all referenced documents (Deeds and Maps can be broken into two separate PDF files).
10. \_\_\_ Upload PDF of Closure Calculations.
11. \_\_\_ Pay Application Fee at subsequent submittal meeting

**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.