

## **LOT LINE ADJUSTMENT**

### **APPLICATION CONTENTS:**

The following is required to process a **lot line adjustment** application:

1. Three (3) copies of a plot plan map (8 ½ x 11 inches in size) containing:
  - a.) Boundary information necessary to determine lot line adjustment.
  - b.) Basis of bearing.
  - c.) Written legal description of existing and proposed parcel with wet signature and seal of L.S. or qualified C.E.
  - d.) Engineer's or Surveyor's certificate with seal, address and telephone number, registration or license number of engineer or surveyor who prepared the map.
  - e.) Title "LOT LINE ADJUSTMENT NO. \_\_\_\_\_".
  - f.) Vicinity map with north arrow and scale indicated.
  - g.) Name, address and telephone number and wet signature of owner.
  - h.) Drawn to scale plat with north arrow and scale.
    - i.) Location, width and names, if any, of all existing streets; and the location, width and purpose of all easements, if any, which lie within the boundaries of the land proposed for adjustment.
  - j.) Names of the owners and the assessor's numbers be labeled within a adjacent to the parcels involved.
  - k.) Existing boundary and lot line to be eliminated to be shown as a dashed line.
  - l.) Proposed boundary to be shown as a solid line.
  - m.) Net area of proposed lot and each existing lot.
  - n.) The dimension of each boundary of each proposed lot.
  - o.) The location of all existing buildings and structures and their uses, the distance between said buildings and structures, and the minimum distance between each building or structure and the boundary of the proposed lot on which it is located.
  - p.) Location of all railroads, drainage courses, all natural or man made obstacles, and an indication of any physical restrictions or conditions in the subdivision which affect the use of the property.
  - q.) A statement of the existing zoning and the proposed use of each lot.

2. Title Report, Easement documents (if any) and reference maps:

For verification of current ownership, a Title Report/Property profile not more than 90 days old is required for each lot affected. Applicant(s) must also submit proof that each affected lot was created legally. Lots were created by the following means are considered legal:

- Lots created by means of a Parcel or Tract Map.
- Lots created (and intended to be) by a Record of Survey prior to 3-4-72.

A Certificate of Compliance or Parcel Map will be required if any of the affected lots do not meet the above criteria.

3. Completed and notarized Lot Line Adjustment form with the signature of each owner.
4. A \$1,000.00 processing fee.
5. Traverse calculations.