



SUBMITTAL REQUIREMENTS LOT LINE ADJUSTMENTS

FILING FEES & FORM

1. A completed General Application form.

2. Filing Fee:

Planning Division \$1,650.00

Engineering Division \$ _____ *

TOTAL \$ _____

Make checks payable to the City of Los Altos. Fees are not refundable.

**The Engineering Division may require an additional deposit to cover time and materials. Questions regarding the deposit may be directed to the Engineering Division at (650) 947-2780.*

SUBMITTAL REQUIREMENTS

1. **Title Report**

Two (2) copies of a preliminary title report or policy of title insurance for all properties involved, not more than 6 months old.

2. **Legal Description(s)**

A legal description and exhibit map, wet stamped and signed by a license land surveyor or qualified civil engineer, for each parcel after lot line adjustment.

3. **Closure Calculations**

Closure and Area Calculations report of the property upon merger.

4. **Site Plan**

Two (2) copies (minimum 18x22 inches in size) of a site plan, drawn to a scale of one inch equals not less than forty feet (1" = 40'), prepared by a license land surveyor or qualified civil engineer, shall be submitted with the following information:

North arrow and scale

Name, address and telephone number of the record owner(s)

- Name, business address and telephone number of the person who prepared the map
- Location and names of all adjoining and contiguous highways, streets, alleys and public ways
- Approximate widths, locations and type of all existing and proposed easements
- Lot layout and approximate dimensions and square footage of each lot before and after the adjustment (show meets and bounds)
- Locations of all existing buildings, utilities and other improvements
- Lot coverage and floor area calculations for all structures to remain on each lot
- Setbacks of existing buildings and other improvements from the existing and proposed property lines (only those buildings which are to remain)
- The location and size of all existing trees over 4" in diameter, other than fruit or nut trees.

PROCESS

The Planning Division and Engineering Division will evaluate the proposal for consistency with City regulations and standards. After review and confirmation that the drawings are accurate, the Engineering Division will prepare a Certificate of Lot Line Adjustment form and record the lot line adjustment.

Following the City's approval, it is then the responsibility of the affected property owners to implement the lot line adjustment by recording deeds transferring ownership. It is recommended that a title company be used for this transaction.