



SUBMITTAL REQUIREMENTS LOT-LINE ADJUSTMENTS/MERGERS

FILING FEES & FORM

1. A completed General Application form.

2. Filing Fees:

Planning Division \$1,650

Engineering Division \$2,000*

The fees are paid separately to each Division. Make checks payable to the City of Los Altos.

** This is an at-cost deposit provided to the Engineering Division to cover time and materials. An additional deposit may be required if extra staff time is necessary to complete review of the lot-line adjustment. 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 adjustment or 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 will evaluate the proposal for consistency with City regulations and standards; this includes findings that the proposal is consistent with the City’s General Plan and Zoning Ordinance. Once the proposal is approved by the Planning Division, it will be routed to the Engineering Division for a technical review to confirm that the information is accurate and consistent with all applicable statutes and regulations, including the Subdivision Map Act. Following their approval, the Engineering Division will prepare and record a Certificate of Lot Line Adjustment, which includes updated grant deeds for all properties involved.