



City of Los Altos

Planning Division

LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS CHECKLIST

APPLICANT PRESUBMITTAL CHECKLIST

REQUIRED APPLICATION MATERIALS

All items are required at time of submittal and shall be submitted in electronic format.

A. [General Planning Application](#) (see separate City form)

B. **Application Fee:** Current application fee as listed in the City's adopted fee schedule.

C. **Preliminary Title Report:** Title report for the properties prepared within the last year.

D. **Lot Line Adjustment Authorization and Certificate of Ownership Form:** A completed Lot Line Adjustment Authorization and Certificate of Ownership Form signed by all property owners of each lot being adjusted, included in this checklist.

E. **Legal Descriptions and Closure Calculations:** A legal description and closure and area calculation for each proposed adjusted property, which shall be stamped and signed by a licensed land surveyor or qualified civil engineer.

F. **Plat Map:** An 8.5" x 11" size plat map in a single, flattened/compressed PDF file not exceeding 125 MB prepared by a licensed land surveyor or qualified civil engineer containing the following information:

- Date, north arrow, and scale.
- Lot layout showing the dimensions and bearings of each lot. Clearly indicate the new property lines and existing property lines to be removed/moved.
- Existing and proposed lot areas (square feet).
- Names of the property owners and who prepared the plans.
- Location and names of all adjoining and contiguous highways, streets, alleys, and public ways.
- Locations, width, and type of all existing and proposed easements.
- Letter or number for each lot.
- Assessor Parcel Numbers of the existing lots.
- One half-inch (1/2") margins.

G. **Site Plan:** An 11" x 17" size site plan in a single, flattened/compressed PDF file not exceeding 125 MB prepared by a licensed land surveyor or qualified civil engineer containing 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 plans.
- 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).
- Letter or number for each lot.
- 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).
- Location, size, type, and proposed disposition of all existing trees greater than 4" in diameter measured at 48" above natural grade.



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**LOT LINE ADJUSTMENT AUTHORIZATION AND
CERTIFICATE OF OWNERSHIP FORM**

I certify that I am the record owner of the property described in this lot line adjustment application and hereby request approval of a lot line adjustment as described in the submitted legal description(s) and exhibit map(s). The information contained herein is true and correct to the best of my knowledge, and I consent to the lot line adjustment/merger as described herein.

Parcel A		Parcel B	
Address:		Address:	
APN:		APN:	
Signature	Date	Signature	Date
Print Name		Print Name	
Signature	Date	Signature	Date
Print Name		Print Name	

* *If there are more than two (2) parcels or additional owners, attach additional sheets with owner's signature. If an agent or other representative of the property owner executes this application, a copy of the Power of Attorney or other authorization of such action must be attached.*