



Lot Line Adjustment

Engineering Services Division

1st Plan Check Submittal Checklist

Tract / Parcel Map / APN / Address	Date Submitted
Engineering/Land Surveying Firm	Submitted by
Phone Number	Email

INCOMPLETE SUBMITTAL PACKAGES WILL NOT BE ACCEPTED

A COMPLETE LOT LINE ADJUSTMENT SUBMITTAL PACKAGE INCLUDES:

Note: See "Certificate of Compliance for Lot Line Adjustment Submittal Requirements" for specific details.

- 1) Entitlement Application Form.
- 2) Processing Fee.
- 3) Certificate of Compliance for Lot Line Adjustment with legal description and exhibit map prepared and stamped by a person licensed to perform land surveying in the State of California.
- 4) Letter of Authorization to sign (if a corporation or partnership owns the subject parcel).
- 5) Closure calculations, with areas, for each reconfigured lot resulting from the Lot Line Adjustment.
- 6) Preliminary Title Report (no more than 60 days old) for each parcel involved.
- 7) Recorded grant deed for each parcel involved.
- 8) Recorded map(s), or recorded Certificate(s) of Compliance establishing compliance with the State of California Subdivision Map Act for each of the existing parcels.
- 9) County Assessor Maps for all parcels involved.
- 10) Lot Line Adjustment Site Map – five (5) copies.

Note: Additional items may be required to be submitted as the checking process continues.

Comments: _____

Submittal returned without review: _____

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