



Community Development Department – Planning Division

10890 San Pablo Avenue
 El Cerrito, CA 94530
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 planning@ci.el-cerrito.ca.us

Lot Line Adjustment / Lot Merger

SEE CURRENT FEE SCHEDULE FOR LOT LINE ADJUSTMENT FEE

(fee consists of: lot line adjustment or lot merger fee, environmental review fee, and laserfiche fee)

Reason/Purpose for Lot Line Adjustment	
Parcel 1	Parcel 2
APN	APN
Address	Address
Property Owner	Property Owner
Mailing Address	Mailing Address
City/State/Zip	City/State/Zip
Parcel 3	Parcel 4
APN	APN
Address	Address
Property Owner	Property Owner
Mailing Address	Mailing Address
City/State/Zip	City/State/Zip

Applicant	_____	Engineer	_____
Contact	_____	Contact	_____
Mailing Address	_____	Mailing Address	_____
City, State, Zip	_____	City, State, Zip	_____
Telephone No.	_____	Telephone No.	_____
Fax Number	_____	Fax Number	_____
E-Mail	_____	E-Mail	_____
		License Number	_____

Lot Line Adjustment / Merger Application

The City may approve a lot line adjustment or merger of lots if the following conditions are met:

1. The adjustment or merger involves no more than four contiguous parcels.
2. No new parcels will be created.
3. None of the resultant parcels will be reduced below the minimum standards for the zoning district in which they are located and no non-conformities will be created.
4. In the case of a lot merger, all parcels involved are under identical legal ownership.

Two application packets are required as both Planning and Public Works will review this application packet. All application packets should be submitted to Planning with the cover application. Building may require an official address assignment application to be submitted with any application for Lot Line Adjustment or Lot Merger.

Planning Submittal Requirements

1. Completed general application form
2. Application Fee (see current fee schedule)
3. Two copies of Contra Costa County Assessor's page(s) showing lots to be adjusted or merged outlined in red
4. Two copies of the following, prepared by a licensed land surveyor or civil engineer authorized to practice land surveying pursuant to the Professional Land Surveyor's Act:
 - a. Legal description for each of the parcels involved, including the metes and bounds (lengths and bearings of boundary lines) of the parcels as adjusted or as merged.
 - b. Closure calculations for each resultant parcel
 - c. 8½" x 11" map, drawn to an appropriate engineering scale, dated, and titled, depicting:
 - The number of each parcel, corresponding with the parcel information on the application form
 - Dimensions of the existing and proposed parcel boundaries, with existing boundaries shown as dashed lines and proposed boundaries shown as solid lines
 - Tract and lot number of each parcel
 - Address and assessor's parcel number of each parcel
 - Calculated area of each parcel as adjusted, to the nearest one-tenth of a square foot. Lot areas shall be given in square feet if they are less than one acre.
 - Locations of all structures, easements, rights-of-way, parking lots, driveways, public streets, services, utilities, water and sewer facilities, and drainage facilities and their setbacks/distances from the proposed boundaries
 - Extent of 100-year floodplain, if applicable
 - Name, registration number, seal, and signature of the engineer or surveyor who prepared the legal description and map
 - North arrow (north should be at the top of the sheet)
5. A preliminary title report (issued within 30 days of application) along with sufficient title information to demonstrate to the satisfaction of the Zoning Administrator that the lots were legally created and including all of the current deed restrictions for the existing lots subject to the application.

Public Works Submittal Requirements

1. Transmittal letter from the Engineer or Surveyor of work listing all the items being submitted
2. Two (2) sets of Plats in Standard 8½" x 11" sheets signed and sealed by the Engineer or Surveyor of work (same as Item 4C in Planning Submittal).

3. Two (2) sets of legal descriptions typewritten in meters and bounds format on 8 ½"x 11" sheets signed and sealed by the Engineer or Surveyor of work (same as Item 4A in Planning Submittal).
4. Two (2) sets of traverse calculations signed and sealed by Engineer or Surveyor of work (same as Item 4B in Planning Submittal).
5. Two (2) sets of preliminary title report (issued within 30 days of application).
6. Copies of vesting deeds for each parcel or lot.
7. Partnership certificated(s) and signature authorizations if other than individuals.

Building Division Submittal Requirements

1. Request for address assignment, if required (this is required for a vacant lot that needs an address). This is a separate cost from the Lot Line Adjustment or Lot Merger process.

Application Review

Upon acceptance of a fully completed application, the Planning Division and Public Works Department will review the application for conformance to city codes. Submittal of any application does not imply acceptance or approval. Staff will review the application and materials, which will be deemed complete only if all required items have been included. Following completion of these reviews, and if recommended for approval, a resolution will be prepared and signed by the Zoning Administrator. If deeds and survey map are submitted as part of the application, a copy of the resolution and plat will be sent to the applicant and the applicant shall record this information with the Contra Costa County Records Office.

Approval Follow-Up

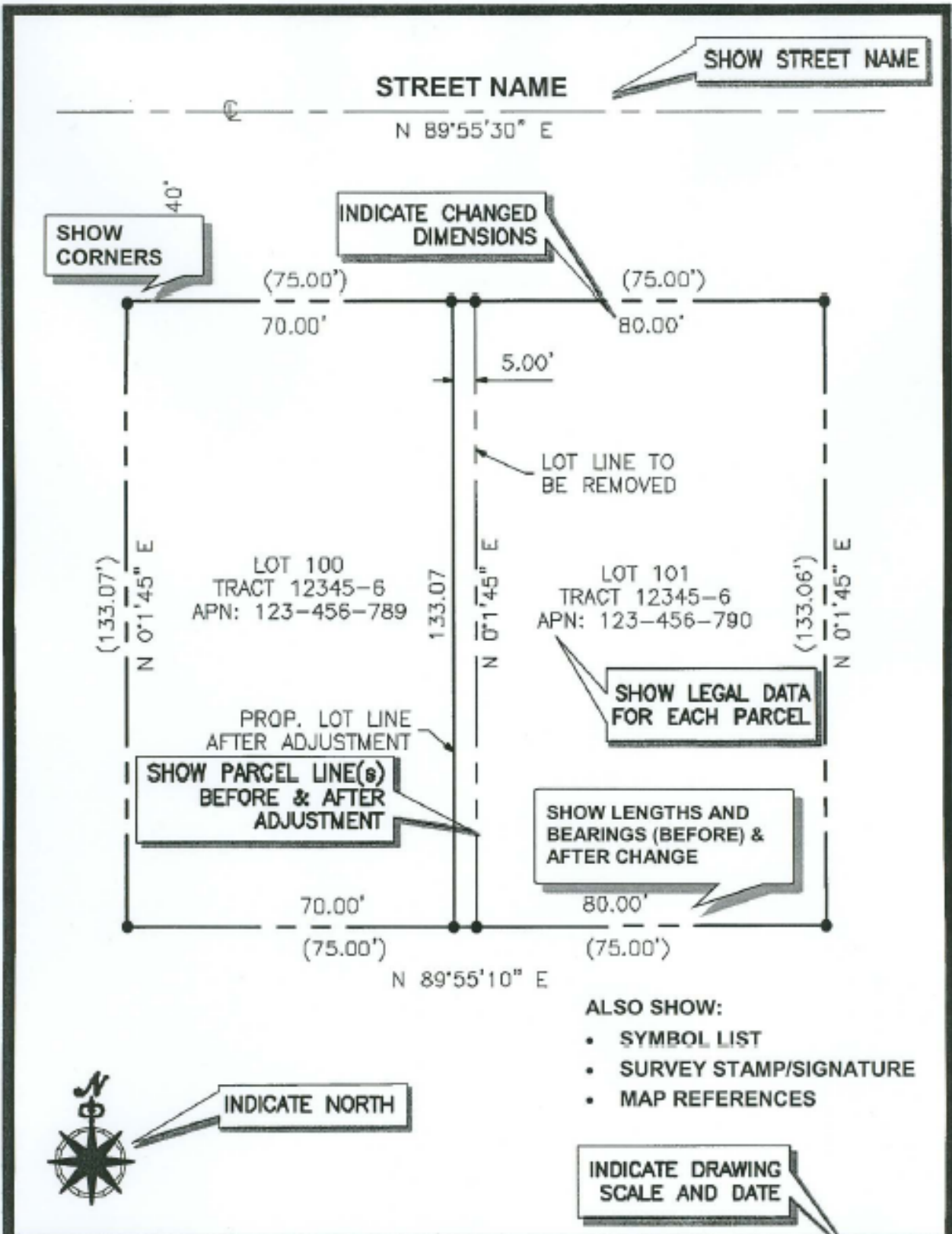
Applicants are strongly urged not to execute any grant deed until after the lot line adjustment or merger is officially approved by the City. Where development is taking place on lots involved in a lot line adjustment or merger, the property owners are strongly urged not to execute or record any deed for the sale of any parcel until after the application is officially approved by the City.

A lot line adjustment approval shall be valid for one year. The approval shall expire if, within one year, the property owners of the lots subject to the lot line adjustment approval fail to prepare deeds and a survey map or drawing for the Zoning Administrator's approval conforming the title of the lots to that approved by the lot line adjustment.

Prior to the expiration of the lot line adjustment approval, the applicants shall prepare the following information for the Zoning Administrator's review and approval:

1. Deeds prepared by all of the property owners of the lots subject to the lot line adjustment approval demonstrating that the deeds conform to the lot line adjustment approval;
2. A survey map or drawing, which shall be recorded concurrently, showing the location of the former and new lot lines;
3. A modification of all deeds of trusts, mortgages or liens on all of the lots subject to the lot line adjustment approval demonstrating correspondence to the new lot lines;

Upon approval of the deeds and the survey map or drawing, the project applicant shall record the lot line adjustment approval as well as the deeds and the survey map or drawing. The lot line adjustment approval shall contain a notation that after recording, a copy of the approval shall be returned to the city.



**LOT LINE ADJUSTMENT
or LOT MERGER**

Applicant: NAME

Sample Exhibit

Scale:	1" = 30'
Date:	
Sheet:	Sheets
Drawn By:	
Checked By:	