

Surveyor's Office Lot Line Adjustment Process

1) Application Appointment

The applicant will prepare the basic application documents and schedule an appointment with the Surveyor's Office. This appointment will allow the Surveyor's Office and the applicant to discuss the appropriate course of action to complete the project. This will also provide the opportunity to discuss the potential for additional fees that may be required for supporting department review (i.e., D.O.T., Environmental Management and Planning Department).

2) Applicant submits Lot Line Adjustment Application for formal Approval

Upon receipt of a new Lot Line Adjustment Application, the Surveyor's Office will begin the intake process. This will include the creation of a Time Tracker number, creating an initial job folder, entering the job into the Surveyor's Project Tracker, and placing the folder in the Lot Line Adjustment Approval basket. THE APPLICATION MUST BE COMPLETE TO EXECUTE THIS TASK.

3) Surveyor's Office begins review of Lot Line Adjustment Application

Once the application has been received and entered in the Surveyor's Project Tracker, the reviewing process will begin. If necessary, the Surveyor's Office will distribute the application to other Departments for additional comments. Said departments will have 10 business days to return any appropriate comments. The Surveyor's Office will complete its review within 20 business days.

The following items must be confirmed prior to approval:

- Original Parcels were created legally
- All resulting parcels meet zoning ordinance requirements
- No Williamson Act Contracts are in place for parcels included in Lot Line Adjustment. If so, contact Department of Agriculture for guidance.
- Confirm that all utilities, easements, and existing structures will not be negatively affected by the new lot line. This will include confirming setback distances, potential utility easements requirements and any ordinance violations.

4) Issue Lot line Adjustment Approval Letter

Upon completion of the Lot Line Adjustment review process the Surveyor's Office will issue a letter of approval to the applicant. This letter will inform the applicant that the proposed lot line adjustment is formally approved and instruct them to proceed with the application process. The applicant will then have their surveyor deliver the submittal package for technical correctness in conformance with the Subdivision Map Act. This submittal will be added to the job folder created in Step 2, a LLA Job number will be assigned, and the project will be entered into the Community Development website.

5) Lot Line Adjustment Review

The Surveyor's Office will complete the project review and work with the surveyor & title company to execute and record the lot line adjustment.