

## **LOT LINE ADJUSTMENT / MERGER**

### **WHAT IS A LOT LINE ADJUSTMENT / MERGER?**

A Lot Line Adjustment is the reconfiguration of boundaries between two or more existing adjacent parcels where land taken from one parcel and added to another parcel, without changing the number of parcels. A Lot Merger enables two or more parcels to be combined into one parcel, resulting in a reduction in the number of parcels. There is no difference in the review process for a Lot Line Adjustment versus a Lot Merger. Both are processed with the Lot Line Adjustment Application.

### **WHAT SHOULD I CONSIDER WHEN ADJUSTING PARCELS?**

When lot lines are adjusted, they can have impacts on adjacent lot(s) and future use of the land. When one parcel is reduced in size it also reduces the allowable floor area ratio (FAR). Additionally, the new setback measurements can impact existing structures. When parcels are merged together, the density of the area is initially reduced, but the additional lot area could result in the opportunity for a future subdivision of the parcel or development of the parcel into a higher density. Prior to submittal of a formal application for a Lot Line Adjustment, the applicant should discuss their proposal with Planning Division staff.

### **WHAT IS THE REVIEW PROCESS?**

A Lot Line Adjustment / Merge is a two-step process. First step is submitting your application to the Community Development, and it will be reviewed for completeness and assigned to a staff planner. Once the application is deemed complete, the planner will schedule the application for administrative review by the Staff Review Board (SRB). SRB will review the plans to ensure conformance with the General Plan and Municipal Code. If all requirements are met, the Zoning Administrator will grant approval of the Lot Line Adjustment. Conditions may be added to ensure conformance with the requirements. If approved, the application is subject to a 15-day appeal period during which time the project may be appealed. If the project is appealed, it is forwarded to the Planning Commission (PC), and if the PC action is appealed, it is forwarded to the City Council (CC). If no appeals are filed, the project becomes effective.

Second step is submitting the final documents, including but not limited to Grant Deed(s), Plat(s) Description(s), lot closures, area summary, 18" x 26" plan sheet signed by the owner(s), project surveyor, trustee(s), etc. as needed with the City Engineer's approval block, to the Engineering Department after your appeal period has expired. The Engineering Department will assist in getting the necessary documents recorded with the County of Alameda. For additional information about this portion of the process, please contact the Engineering Department at (925) 931-5650. The Lot Line Adjustment/ Lot Merger is not final until it is recorded in the Alameda County Recorder's Office.

## SUBMITTAL REQUIREMENTS

Following is a comprehensive list of plans and documents required for Lot Line Adjustment Application submittal.

- Application:** One completed application form, which can be obtained [online](http://www.cityofpleasantonca.gov) at [www.cityofpleasantonca.gov](http://www.cityofpleasantonca.gov) or from the Permit Center at 200 Old Bernal Avenue. The property owner must sign the application form or provide a written letter of authorization upon submittal. The Lot Line Adjustment application fee (located on the application and on the City's website) is due to the Planning Division at the time of submittal. The Engineering Department fees will be due prior to releasing the final documents for recording.
- Owners Association Approval:** If the property is located in an Owners Association, one copy of an approval letter must be submitted with the application.
- Written Narrative:** Five (5) copies of the letter which describes the proposed lot line adjustments.
- Preliminary Title Report:** Provide two copies of a current (dated within six months of application date) preliminary title report. Provide all recorded easements and restrictions.
- Project Plans:** Plans must be drawn to scale and prepared by a registered civil engineer, licensed surveyor or practicing land or city planner. The topography and boundaries must be certified as to accuracy by a registered civil engineer or licensed surveyor, and a registered civil engineer must design all public improvements.

One digital Plat Map in PDF format. The Plat Map should include the following:

- a. Location of the existing and proposed lot lines with bearings and distances noted, existing and proposed easement locations and title, existing and proposed buildings on the site with setbacks to the property lines as shown, trees with a trunk diameter of four inches (4") or greater, and parking stall locations.
- b. Dimensions of each lot and calculations of existing and proposed lot areas
- c. Label/number the lots
- d. North arrow
- e. Graphic bar scale
- f. Name(s) and address(es) of the record owner(s) for the property(ies)
- g. Name and address of the person, firm, or organization preparing the plans
- h. Identify public and private utilities to be abandoned with a request to close utility billing account (for Lot Merger) for additional water meter and sewer service
- i. An approval letter from the trustee(s) for substantial change in the lot areas, especially for Lot Merger(s)
- j. Direction of the storm drainage flow and blanket Private Storm Drainage Easement (PSDE), as required.
- k. Bioretention area with maintenance and reporting responsibility, as required.