

Is there a difference in processing a lot line adjustment verses a lot merge?

No, both a lot line adjustment and a lot merge are processed as a lot line adjustment application.

What documents need to be recorded with the County?

A new property deed(s) will need to be recorded with the County. The Engineering Department assists in this process. For more information on this topic please contact the Pleasanton Engineering Department at (925) 931-5650, or the County of Alameda at (510) 272-6262.

What should I consider when adjusting parcels?

When lot lines are adjusted, they can have impacts on adjacent neighbors and future use of the land. When one parcel is reduced in size it also reduces the allowable floor area ration (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 the submittal of a formal application for a Lot Line Adjustment, the Planning Division strongly encourages you to submit a no-fee preliminary, conceptual plan for staff review and comment.

Still have Questions?



The City of Pleasanton is committed to helping you achieve your development goals. If you have any questions about the information in this brochure, please contact us.

Public Information Planner

Telephone:

925-931-5600

E-mail:

<http://www.cityofpleasantonca.gov/services/contact>

Or

stop in to see a planner:

**City Hall
200 Old Bernal Avenue
Monday* - Friday, 8:00 a.m. - 5:00 p.m.**

*Planners are not available on Mondays from 9:30 a.m. to 11:00 a.m.

Brochure prepared by the Planning Division

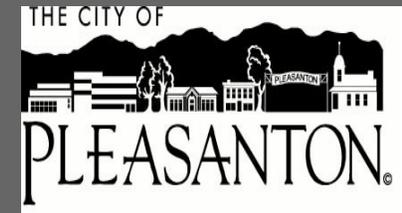
Lot Line Adjustment / Merge

What is a Lot Line Adjustment?

The adjustment of lot lines enables two or more parcels to move property lines without changing the number of parcels.

What is a Lot Merge?

A lot merge enables two or more parcels to be combined into one parcel, resulting in a reduction in the number of parcels.

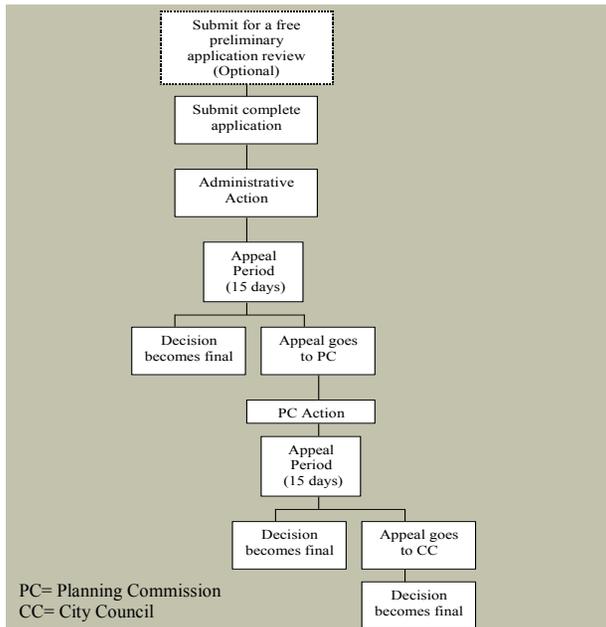


**City of Pleasanton
Community Development Department
Planning Division**

**200 Old Bernal Avenue
P.O. Box 520
Pleasanton, CA. 94566-0802**

**Tel: (925) 931-5600
FAX: (925) 931-5483**

What is the process?



Staff Analysis

When your application is submitted it will be assigned to a staff planner the following week (generally on Monday mornings). Once a planner is assigned to the project, they will contact you to let you know that they will be managing your project. The project will be reviewed and the project planner will communicate if any additional information is needed.

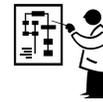
Administratively

Lot line adjustment/merges are reviewed administratively by the Planning Division and the Staff Review Board (SRB). If all requirements are met, the lot line adjustment is processed by the City and sent to the County for recordation within several weeks of the application. A lot line adjustment/merge becomes final when it is recorded by the County.

Can conditions of approval be imposed?

Approval of your application could be contingent on specified conditions. An approval letter will contain any conditions of approval that are attached to the project. If you do not agree with the conditions of approval or the action taken on your application you can file an appeal to challenge the conditions or action taken.

Can the Action be appealed?



Appeal Period

The administrative action does not become effective until 15 days after the ruling. During this time you or any concerned party may appeal the action to the Planning Division by submitting a written request and an appeal fee. Appeals of a SRB action goes to the Planning Commission (PC), appeals of a PC action goes to City Council (CC). The decision of the CC is final. See the handout on appeals for additional information.

Who can prepare these types of plans?

Lot line adjustment plans must be 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 all public improvements must be designed by a registered civil engineer.

How long does the process take?



Normally, from the time the application is deemed complete, the process is about **two to three weeks** for administrative approval*. This period may be longer if the plans require revisions or if the approval/denial action is appealed.

*These timelines are goals and a variety of factors can result in longer timelines.

What other approvals are needed?

After receiving approval for your application and the appeal period has expired, a separate review is coordinated through the Engineering Department. For additional information about this portion of the process, please contact the Engineering Department at (925) 931-5650.

Will my property be reassessed with a lot

Once a new grant deed is recorded to legalize the adjustment of property, the County of Alameda Assessors office with reassess all properties involved in the adjustment. Please call the County Assessor's office for more information (510) 272-3787.



What documents do I submit?

Application and fee: Applications can be obtained on-line or from the Planning Division counter.

<http://www.cityofpleasantonca.gov/pdf/devapp.pdf>

Property owner(s) signature(s): All property owners must sign the application form or provide a written letter of authorization prior to submittal of the application for review.

Association approval: Applications in areas with a Home Owner's or Business Owners' Association need to also provide an approval letter from the Association stating their review and approval of the proposed project.

A total of 5 (Five) full size† complete sets of the following*†:

- **The location of all:**
 - Existing and proposed lot lines with the 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.
- **The dimensions of each lot and calculations of existing and proposed lot areas;**
- **The lots need to be numbered;**
- **A north arrow;**
- **A graphic bar scale**
- **The name and address(es) of the record owner(s) for the property(ies);**
- **The name and address of the person, firm, or organization preparing the plans.**

All submitted information must be clearly and legibly reproduced.

*14 additional reduced-sized plan sets are required before approval for referral to the Planning Commission

† Additional plans and materials may be required if the project is appealed.

