



**Community & Economic Development Department
Land Development Engineering**

**Lot Line Adjustment
Submittal Requirements**

GENERAL REQUIREMENTS:

- 1. SITE Project Submittal Application - must be typed or printed and filled in completely.
 - a. If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign the application.
- 2. Proposed Grant Deeds to be recorded concurrently with lot line adjustment approval.
- 3. Four (4) copies of the legal descriptions of the existing parcels and the proposed parcels, as they will exist after the Adjustment is recorded. Legal descriptions must be prepared by a Professional Land Surveyor or a Registered Civil Engineer with a Registration Number of RCE 33965 or lower, and be accompanied by plot maps prepared by same. Plot maps shall show the following:
 - a. Sheet size: 8 ½" X 11".
 - b. Label all boundary and lot lines, including distances, within proposed lot line adjustment.
 - c. Current property owner(s).
 - d. Name and location of existing public rights of way adjacent to and within the project boundary.
 - e. All structures, including those that are existing, proposed, or to be removed; existing and proposed parking spaces and driveways; all existing easements, including utility easements; existing utility lines, access ways and parking agreements. Dimensions of the above to property lines before and after the Lot-Line Adjustment shall be delineated on the plot map.
 - f. Legend for all symbols not otherwise labeled on the map.
 - g. All maps are to be drawn to scale, including a north arrow and scale on each map sheet. The maps shall identify the subject properties, and include a vicinity map.
- 4. Title report or deed with legal description for subject property, dated within 3 months of application submittal.
- 5. All record information used in preparation of the legal descriptions, including documents, maps and drawings as identified in the plat or legal description.
- 6. Traverse calculations, showing the mathematical closure of the boundary and revised lots/parcels of the lot line adjustment, to two decimal places.
- 7. If origin of existing lots is unknown (i.e., the lots were not created by a recorded map), a Certificate of Compliance will be required.
- 8. Applicable filing fee(s) (see adopted fee schedule) and Recording Fee.

FOR YOUR INFORMATION: Staff may deem additional submittal information necessary to adequately analyze the project. Completion of the application does not presume approval of the application.

All entitlement decisions are final unless appealed within fifteen (15) days of the date on which the decision is made. Appeals to staff decisions shall be in writing and filed with the Community and Economic Development Department. The appeal must set forth the specific reasons for the appeal. All applicable fees must accompany appeals. Building permits, Certificates of Occupancy, or licenses will not be issued until the appeal period has elapsed. If the entitlement decision is appealed, building permits, certificates of occupancy, or licenses will not be issued until the final decision has been made on the appeal or the appeal is withdrawn.

Recording Requested by and Return to:
City of Modesto
City Clerk's Office
P O Box 642
Modesto, Ca 95353

CITY OF MODESTO

CERTIFICATE OF APPROVAL OF LOT-LINE ADJUSTMENT

Application No.: _____ Date of Filing: _____
Name of Owner: _____
Name of Owner: _____
Location of Properties: _____

This is to certify that the above-referenced application for a lot-line adjustment was filed in the office of the Secretary of the Planning Commission on the date indicated in accordance with the provisions of Section 4-4.506 of the Modesto Municipal Code, and that said application has been reviewed and is hereby approved in accordance with the provisions of said section. This approval shall permit the adjustment of property lines between contiguous properties whereby the boundary lines of the real property described in Exhibit "A" will be adjusted to result in parcels described in Exhibit "B" and as shown in exhibit "C". This approval is given in consideration of the recorded agreement between the Owners and the City of Modesto.

NOTE: Approval of this lot-line adjustment does not in itself transfer the title of the land. A separate deed will have to be recorded by the property owners to effect the actual transfer of title.

Date: _____
Patrick Kelly
Secretary of the Planning Commission
for the City of Modesto

EXHIBIT "A"

Legal Description of Properties
Prior to Lot Line Adjustment

EXHIBIT "B"

Legal Description of Properties
After Approval of Lot Line Adjustment

EXHIBIT "C"

Plot Map