



CITY OF ARROYO GRANDE
APPLICATION CHECKLIST
FOR
LOT LINE ADJUSTMENTS

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

FOR STAFF USE ONLY		
PROJECT NUMBER	DATE SUBMITTED	CHECKED BY AND DATE

APPLICATIONS FOR LOT LINE ADJUSTMENTS SHALL CONTAIN THE FOLLOWING:

- 1. Completed application form and applicable fee.
- 2. Two (2) sets of typed, gummed labels on 8-1/2" x 11" sheets listing the names, addresses, and assessor's parcel number of all property owners and/or lien holders for the project area and property owners within a radius of **300 feet** of the exterior boundaries of the subject properties, along with copies of the applicable assessor's parcel map book pages. **The City can supply mailing labels for a fee of \$100.00.**
- 3. Ten (10) copies of a plot plan, MARKED AS EXHIBIT "A", neatly and accurately prepared to Public Works drafting standards, at a scale acceptable to the Community Development Director, and folded to 9" x 12" size, showing:
 - a. North arrow, scale, date of preparation, and area (in square feet and acres) of the project.
 - b. The existing and proposed area of the lots being adjusted, along with all bearings and distances, lot numbers, and assessor parcel numbers. Existing lot lines shall be shown by a dashed line and proposed lot lines shall be shown by a solid line. The number of lots being adjusted shall also be included.
 - c. All existing structures, walls, fences, or trees that are located on the properties.

- d. The placement, name, and location of all existing streets, easements, and rights-of-way on the land area of the proposed lot line adjustment and those abutting such land.
 - e. Sufficient contours to indicate the general elevations and the fall of the project area and adjacent area within one hundred (100) feet.
 - f. Proposed uses of all portions of the project area.
 - g. Names, addresses, and telephone numbers of the record owner and/or lien holder, applicant, and registered civil engineer or land surveyor preparing the map (including registration and license number of this person).
 - h. Table showing existing and proposed lot areas (in square feet) and the area lost or gained by each lot.
4. The following supplemental statements and data shall accompany the Lot Line Adjustment:
- a. Two (2) copies of a preliminary title report for the subject property dated within the last six (6) months.
 - b. A legal description for each existing lot and each newly adjusted lot, typed on plain white 8-1/2" x 11" paper with 1" margins at the top, sides, and bottom. These legal descriptions shall be reproducible so as to yield a legible copy that can be used as part of a recorded Certificate of Lot Line Adjustment.
 - c. For lot line adjustments within a mobile home park, written authorization from occupants of affected lots, in accordance with Health and Safety Code Section 18610.5.
- PROPERTY OWNER INFORMATION: (If more than two lots are being adjusted, please use a separate sheet to continue.)

Owner – Lot A:	Owner – Lot B:
Owner Address:	Owner Address:
Day Phone:	Day Phone:

Applicant:	Day Phone:
Applicant's Address:	Email:
Representative:	Day Phone:
Representative's Address:	Email:
Architect/Engineer (if any):	Day Phone
Architect/Engineer's Address:	Email:

Please indicate if all correspondence should be sent to: Applicant Representative

