



CITY OF ARROYO GRANDE COMMUNITY DEVELOPMENT DEPARTMENT LOT LINE ADJUSTMENT

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			
DATE SUBMITTED	DATE DEEMED COMPLETE	CHECKED BY	CASE NUMBER

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed application form and applicable fee.
<input type="checkbox"/>	<input type="checkbox"/>	2. 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:
<input type="checkbox"/>	<input type="checkbox"/>	A. North arrow, scale, date of preparation, and area (in square feet and acres) of the project.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	C. All existing structures, walls, fences, or trees that are located on the properties.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	E. Sufficient contours to indicate the general elevations and the fall of the project area and adjacent area within one hundred (100) feet.
<input type="checkbox"/>	<input type="checkbox"/>	F. Proposed uses of all portions of the project area.
<input type="checkbox"/>	<input type="checkbox"/>	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).
<input type="checkbox"/>	<input type="checkbox"/>	H. Table showing existing and proposed lot areas (in square feet) and the area lost or gained by each lot.
<input type="checkbox"/>	<input type="checkbox"/>	3. The following supplemental statements and data shall accompany the Lot Line Adjustment:
<input type="checkbox"/>	<input type="checkbox"/>	A. Two (2) copies of a preliminary title report for the subject property dated within the last six (6) months.
<input type="checkbox"/>	<input type="checkbox"/>	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.



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LOT LINE ADJUSTMENT**

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<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	4. All blueprints submitted shall be collated and stapled on the short end of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	5. Electronic copies of all document submittals in PDF format on USB or CD. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.