

**LOT LINE
ADJUSTMENT**



SUPPLEMENTAL APPLICATION INFORMATION

The following list includes all the items you must submit for a complete application. Some specific types of information may not apply to your project. If you are not sure, ask Planning Division Staff. Planning Staff will use a copy of this list to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be provided to you outlining the items that need to be submitted.

A. Application Checklist

- One completed copy of Universal Application form.
- Preliminary Title Report dated no later than 6 months prior to the application filing date.
- The appropriate non-refundable filing fee.

B. Lot Line Adjustment

- Four (4) copies of the lot line adjustment map (preferably 18" x 26"), folded to 9" x 13", and e-mail electronic .pdf file showing the following:
 - The name if any, date of preparation, north point, scale, and if based on a survey, the date of the survey.
 - Names and addresses of the applicant and all parties having a record title interest in the property being subdivided.
 - The boundaries of the lot line adjustment, defined by legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivision, if any.
 - The locations, widths and names or designations of all existing streets, alleys, paths and other rights-of-way, whether public or private; private easements within and adjacent to the lot line adjustment site.
 - The existing and proposed lot lines and approximate dimensions of all lots, and the number assigned to each lot; the approximate area in square footage and/or acreage of the lots.
 - The location and outline to scale of all structures and the proposed building setbacks after the lot line adjustment.