



## INSTRUCTIONS FOR PROCESSING THIS FORM

The Lot Line Adjustment process is for the sole purpose of moving a property line shared by two contiguous pieces of land. The effect of a Lot Line Adjustment is to increase the size of one parcel by the exact amount that a neighboring parcel is reduced in size. A request to move a property line shared by more than two contiguous pieces of land will require a separate Lot Line Adjustment for each pair of parcels affected by the change. A Lot Line Adjustment CANNOT increase or decrease the number of parcels existing at the time of the request.

- 1) Applicant hires a licensed land surveyor to prepare a "plot plan" and boundary descriptions of the two parcels.
  - a) The plot plan must depict ALL of the following:
    - all existing property lines
    - all proposed property lines
    - all existing structures on both parcels (including walls, fences, swimming pools, decks, driveways, walkways, and similar features)
    - all minimum building setback requirements
    - any existing structure(s) to be demolished which, if left in place, would encroach into any minimum required building setback
  - b) The boundary descriptions must include BOTH the existing and proposed perimeters of both parcels
- 2) Applicant submits a completed Application for Planning Action form (with the appropriate fee) and 2 copies of the plot plan and 2 copies of the boundary descriptions to the Community Development Department.
- 3) Planning staff evaluates the proposal for compliance with minimum lot size and building setback requirements and, if compliant, signs the request form and forwards the Lot Line Adjustment and 1 copy of the plot plan and 1 copy of the boundary descriptions to the Engineering Division.
- 4) Engineering staff forwards the plot plan and boundary descriptions to County staff for confirmation of survey closure. Upon receipt of confirmation, Engineering staff signs the request form and forwards it to the Planning Division.
- 5) Planning staff informs the applicant of the approval and forwards all documentation to the applicant.
- 6) Applicant files the approved Lot Line Adjustment at the San Mateo County Recorder at 555 County Center, 1<sup>st</sup> Floor; Redwood City, CA 94063-1665; (650) 363-4713.
- 7) After recordation, County staff mails the original recorded and approved request to the City (Engineering Division).
- 8) Engineering staff forwards all documents to the Planning Division.
- 9) Planning staff forwards original to applicant and files copies in the address files for both parcels.