



LOT LINE ADJUSTMENT/MERGER SUPPLEMENTAL APPLICATION

Public Works Department, Development Engineering Division
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Staff Use Only

LLA _____

CHECK ONE THAT APPLIES:

LOT LINE ADJUSTMENT

MERGER

I hereby request that the City Engineer approve a lot line adjustment or merger of the properties described below.

This action must comply with all requirements of the State and local Subdivision Ordinance and the Zoning Ordinance.

APPLICANT: PLEASE USE FILLABLE PDF OR PRINT CLEARLY AND FILL IN ALL APPLICABLE SECTIONS

<u>Property A:</u> Property Address: _____ Major/Minor Subdivision #: _____ Owner Name(s): _____ Owner Address: _____ Assessor's Parcel #: _____ Lot/Parcel #: _____ Phone #: _____ E-mail: _____	<u>Property B:</u> Property Address: _____ Major/Minor Subdivision #: _____ Owner Name(s): _____ Owner Address: _____ Assessor's Parcel #: _____ Lot/Parcel #: _____ Phone #: _____ E-mail: _____
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We certify that we are the record owners of the real property described in the proposed lot line adjustment.

<u>Property A:</u> Owner(1) Name: _____ Signature Owner (1): _____ Date: _____ (mm/dd/yy) Owner (2) Name: _____ Signature Owner (2): _____ Date: _____ (mm/dd/yy)	<u>Property B:</u> Owner(1) Name: _____ Signature Owner (1): _____ Date: _____ (mm/dd/yy) Owner (2) Name: _____ Signature Owner (2): _____ Date: _____ (mm/dd/yy)
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I am the representative and/or agent of the owners and said owners consent to the filing of this application.

Name: _____

Company: _____

Signature: _____

Date: _____ (mm/dd/yy)

LOT LINE ADJUSTMENT/MERGER SUPPLEMENTAL APPLICATION (CONT..)

SUBMITTAL REQUIREMENTS

FEES

- 1) An initial plan check deposit of \$2,500 is required at application submittal. City staff review of the application is billed hourly according to the City of Walnut Creek Fee Schedule in effect at the time the review is conducted. Any unused fees will be returned after final approval of the lot line adjustment and recordation.
- 2) Recording fees are based on the current fee schedule for Contra Costa County Recorder at time of approval. Staff will advise of these fees prior to approval.

PLAT MAPS

- 8 ½" x 11" sheet, legibly drawn and prepared by a Licensed Surveyor.
- Include space for surveyor's seals and signature and Acting City Surveyor's "reviewed by" seals and/or signature.
- Show exterior boundaries of the existing parcels with record information and Assessor's Parcel Numbers.
- Show new lot lines as solid lines and existing lot lines as dashed lines.
- Note resulting lot areas.
- Show location of easements, rights of ways, public streets, private streets, and monuments.
- A Record of Survey may be required to be recorded for a lot line adjustment (See Board of Registration for Professional Engineers and Land Surveyors, Policy Resolution #96-03).

ADDITIONAL REQUIRED DATA

- Site Plan: 11" x 17" minimum legibly drawn and prepared by a Licensed Surveyor showing the location of all structures and their setbacks to all property lines and access easements, and the location of parking lots, driveways, and all underground and overhead utilities.
- Title reports for the existing parcels.
- Closure calculations for every lot and the area(s) to be transferred.
- Legal descriptions of the proposed final parcel(s) and of the land to be transferred. All legal descriptions shall be signed and stamped by surveyor and include "Reviewed by" signature line for Acting City Surveyor.
- A California Building Code (CBC) analysis prepared by a California Licensed Architect or Registered Engineer for the existing building(s) affected by the new or moved property line(s) per City of Walnut Creek Municipal Code Section 9-0.5.101. The analysis shall include complete evaluations of the following:
 - **Commercial, Apartment and Condominium Buildings:** the *location on property* requirements of CBC Section 602 and Table 602, the *allowable floor area* provisions of CBC Section 506, the *allowable area increases* specified by CBC Section 506.2 and 506.3 (which requires clear yards located on the same parcel as the building), the *projections* provisions of CBC Section 705.2, the *exterior wall opening* analysis regulated under CBC Section 705.8 and Table 705.8, and *parapets* regulated under CBC Section 705.11. New or moved property line(s) shall not cause an existing building to become non-complying in these or any other provisions of the California Building Code.
 - **Single Family Residences, Duplex, and Townhouses:** the *fire-resistance rating requirements of the exterior walls*, the *projection provisions*, and the *exterior wall opening provisions* regulated under CRC Table R302.1(1) or Table R302.1(2) as applicable, and the *parapet provisions for townhouses* regulated under CRC Section R302.2.4 and R302.2.5. New or moved property line(s) shall not cause an existing building to become non-complying in these or any other provisions of the California Residential Code.
- Letter of acknowledgment of proposed lot line adjustment from Trustee or Mortgage Company for each affected property.
- Any additional data or information as required by the Public Works or Community Development Departments.