

LOT LINE ADJUSTMENT & LOT MERGER PROCEDURES

Public Works

701 Laurel St., Menlo Park, CA 94025

tel 650-330-6740



A. Definition and Authority

1. Lot Line Adjustment (LLA) - "Lot Line Adjustment" is an adjustment of a property line or lines between legal parcels. Lot Line Adjustments are governed by [§66412\(d\) of the Subdivision Map Act and Menlo Park Municipal Code Section 15.28.085\(b\)](#).
2. Lot Merger - "Lot Merger" means the joining of two or more contiguous parcels of land into one parcel with one owner. Any boundary change joining two or more parcels is processed as a lot merger and is governed by [§66499.20.3 of the Subdivision Map Act and Menlo Park Municipal Code Section 15.30](#).

B. Prerequisites

Preliminary consultations with City staff

Before hiring a surveyor or civil engineer, prepare a simple map showing the addresses and dimensions of the lots, existing lot lines, proposed lot lines, and locations of buildings. The Planning and Engineering Divisions are available during normal counter hours for preliminary review of the potential lot line adjustment or lot merger.

C. Procedures (Applies to both LLA and Lot Merger unless otherwise noted)

1. Formal Application

Property owners will need to employ the services of a licensed land surveyor or registered civil engineer to prepare the application for submittal to the Planning Division, which includes the following:

Note: All of the following items are required to be electronically submitted as ONE complete package prior to City Engineer accepting the Parcel Map for review.

- a. Application form: https://www.menlopark.gov/files/sharedassets/public/v/1/community-development/documents/building/development-permit-application-201608_201608181105356134.pdf
- b. Lot data sheet: https://www.menlopark.gov/files/sharedassets/public/v/1/community-development/documents/data-sheet-for-projects_201402101542375801.pdf
- c. Fees (Please see Master Fee Schedule at the following link for current fees): <https://www.menlopark.gov/Government/Departments/Administrative-Services/Finance/Master-Fee-Schedule>
- d. Recent Preliminary Title Report, no more than two months old.
- e. Copies of the vesting documents for both lots that are affected showing who has title to the existing properties (e.g., Grant Deed, Deed of Trust).
- f. Plat map and Legal Description stamped by a licensed surveyor: 8 ½" x 11"
- g. Numerical closure calculations for the new lot(s).
- h. Property owners' acknowledgement form with notarized signatures (attached).
- i. Site plan of the proposal including the following:
 - Plan size: 24" x 36", Drawn in CAD
 - North Arrow and accurate drawing scale
 - Project surveyor or engineer's contact information
 - Names of property owners for all parcels involved, including parcel numbers and addresses
 - Existing property lines and easements shown as solid
 - Proposed property lines and easements shown as dashed
 - Existing and proposed area of each lot (use sf if less than 1 acre)
 - Location of existing and proposed site structures, features, and driveways
 - Setbacks that are directly affected by the proposal
 - The following shall also be submitted if site improvements are proposed:
 - a. Existing topography (including easements, utilities contours, site features).
 - b. Grading and drainage plan (including contours and site features) substantiating that drainage will not sheetflow across the adjacent property.
 - c. Utilities Plan - water, sewer, gas, electricity, storm drainage, and other utilities (including existing and proposed services extending 100 feet beyond the site boundary).
- j. A boundary survey should be prepared for any lot to be adjusted which is not already of record (boundary survey recorded), per [Menlo Park Boundary and Topographic Survey Requirements](#). Additionally, a record of survey must be prepared if required by [Business and Professions Code §8762](#).

2. Review by City Staff

- a. The Planning Division will review the application for consistency with the City's general plan, specific plan, and applicable zoning codes and ordinances. Review includes:
 - Zoning and General Plan conformity
 - Suitability of building sites
 - Vehicles accessibility
 - Water, gas, electricity supply
 - Sewage disposal

Upon the completion of the review, Staff shall determine whether the submittal can be approved administratively at staff level or whether it needs to go to the Planning Commission for approval. Review by the Planning Commission may add 6-12 weeks to the process.

- b. The Engineering Division shall forward the application to the City Surveyor and jointly review the package for conformance with the City's Subdivision Ordinance, Subdivision Map Act, and other applicable City ordinances. Upon satisfactory completion of its review, the Engineering Division will calculate any additional fees per the fee schedule and notify the Applicant. All payments must be paid prior to official approval.
- c. Within five days of approval, the Engineering Division will mail a Conditional Approval Letter, signed by the Assistant Public Works Director, in wet signed hardcopy and PDF, to the following parties:
 - Applicant
 - Secretary of the Planning Commission
 - City Clerk
 - Assistant Public Works Director
- d. An appeal period of twenty days follows. This date shall commence simultaneous with the date of notification outlined above. During this time any person may file an appeal with the Secretary of the Planning Commission or with one of its members. Additional requirements are described in detail per City Subdivision Ordinance Section 15.28.085 (Lot Line Adjustment) and Section 15.30.020 (Lot Mergers).

3. Recordation

- a. Upon completion of appeal period, the Engineering Division shall arrange a meeting with the Applicant and provide the following documents to be recorded by the Applicant:
 - Wet signed Plat and Legal
 - Wet signed and notarized Owner's Acknowledgement
 - Wet signed and notarized Notice of LLA or Lot Merger (attached)
 - Instructions to the title company
 - Approval form
- b. If applicable, the Record of Survey shall be reviewed, approved and recorded by the San Mateo County Surveyor.
- c. The Applicant will record the documents with the San Mateo County Recorder. Conformed copies must be returned to the Engineering Division by the Applicant, thus closing the LLA or Lot Merger process.
- d. The Applicant will record the documents with the San Mateo County Recorder. Conformed copies must be returned to the Engineering Division by the Applicant, thus closing the LLA or Lot Merger process.

**Recorded at the Request of
and When Recorded Return to:**

City Clerk
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

**CITY OF MENLO PARK
PUBLIC WORKS – ENGINEERING DIVISION
APPROVAL OF LOT LINE ADJUSTMENT**

NOTICE

Notice is hereby given that the real property described on Exhibit "A" and Exhibit "B" attached hereto and made a part hereof has executed a lot line adjustment pursuant to Section 66412 of the Government Code and Chapter 15.28 of the City of Menlo Park Subdivision Ordinance.

PROPERTY DESCRIPTION

Refer to the attached Exhibit(s) A and B for additional descriptions of the property. The property is also identified as Assessor's Parcel Number(s): _____ and _____.

The described property lines as described are now recognized by the City of Menlo Park as the lines dividing the property in question.

Azalea A. Mitch, RCE 60952
Assistant Public Works Director

Date

OWNER’S ACKNOWLEDGEMENT – LOT LINE ADJUSTMENT

I, (We), as Owner(s) of Record, hereby acknowledge our consent to the above described lot line adjustment.

Lot Assessor’s Parcel Number _____ - _____ - _____

_____ Owner -- Parcel	_____ Date
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_____ Owner -- Parcel	_____ Date
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_____ Owner -- Parcel	_____ Date
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Address, City, State, Zip

Lot Assessor’s Parcel Number _____ - _____ - _____

_____ Owner – Parcel	_____ Date
-------------------------	---------------

_____ Owner -- Parcel	_____ Date
--------------------------	---------------

_____ Owner -- Parcel	_____ Date
--------------------------	---------------

Address, City, State, Zip

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**CITY OF MENLO PARK
PUBLIC WORKS – ENGINEERING DIVISION
APPROVAL OF LOT MERGER**

NOTICE

Notice is hereby given that the real property described on Exhibit “A” and Exhibit “B” attached hereto and made a part hereof has merged pursuant to Section 66499.20.3/4 of the Government Code and Chapter 15.30 of the City of Menlo Park Subdivision Ordinance.

PROPERTY DESCRIPTION

Refer to the attached Exhibit(s) “A” and “B” for additional descriptions of the property. The property is also identified as Assessor’s Parcel Number(s): _____ and _____.

The described property now constitutes one lot as shown on Exhibits “A” and “B” attached.

Azalea A. Mitch, RCE 60952
Director of Public Works

Date

OWNER’S ACKNOWLEDGEMENT – LOT LINE MERGER

I, (We), as Owner(s) of Record, hereby acknowledge our consent to the above described lot line adjustment.

Lot Assessor’s Parcel Number _____ - _____ - _____

Owner -- Parcel

Date

Owner -- Parcel

Date

Owner -- Parcel

Date

Address, City, State, Zip

Lot Assessor’s Parcel Number _____ - _____ - _____

Owner -- Parcel

Date

Owner -- Parcel

Date

Owner -- Parcel

Date

Address, City, State, Zip