



CITY OF MORGAN HILL

DEVELOPMENT SERVICES CENTER – LAND DEVELOPMENT ENGINEERING

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236

Website Address: www.morganhill.ca.gov

**PARCEL MAP LOT LINE ADJUSTMENT OR LOT MERGER
APPLICATION COMPLETENESS CHECKLIST**

APPLICATION PURPOSE

The review of lot line adjustment or merger under a Parcel Map format. **Lot line adjustment or merger resulting in no more than 4 lots** (Government Code Section 66412 (d), 66451.10).

- Prior to submitting to Engineering Division Consult with Planning if lot line adjustment is feasible with zoning standards.
- Subsequent adjustment of neighboring lots is not allowed without prior Planning approval.

SUBMITTAL CHECKLIST

The following checklist must be completed and submitted with each application. Please check **every** item as either “Y” for items that are included with the application, “N” for items that are not included with the application, or “NA” for items that are not applicable to the application. Items without an “N” checkbox are minimum requirements initially due with the application.

	<u>Y</u>	<u>N</u>	<u>N/A</u>	<u>Submittal Item</u> (application will be rejected if items are incomplete)
PS.	☐			Consult with Planning if lot line adjustment is feasible with zoning standards.
1.	☐			Completed Engineering Review Application
2.	☐			Obtain and provide proof of the services a Title Company or Land Attorney that will facilitate the recordation of the Parcel Map with the Santa Clara County Recorder’s office* *Perfecting deeds of each of lot will need to be recorded with the Certificate of Compliance; it will be the responsibility of Title or the Land Attorney to generate the deed document sheet for each parcel.
3.	☐			Parcel Map – Two (2) full size sets (size 18” x 26”)
4.	☐			Provide legal descriptions of each of the lots to be used for the perfecting deeds.
5.	☐			Closure Calculations – All lots, overall parcel, streets
6.	☐			Title Report – Preliminary <u>report dated not more than 3 months old</u>
7.	☐			Title Report Backup Documents • Copy of the recorded deeds • Copy of easements and dedications • Copy of recorded map(s)
8.	☐			Topographic Survey - One (1) set (24” x 36”)

Parcel Map – Lot Line Adjustment or Lot Merger
 Application Completeness Checklist
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				Survey of site showing all existing structures located relative to proposed lot line adjustment
9.	☐	☐	☐	Copy of adjoining deeds, recorded maps, easements used as reference
10.	☐			Digital copies (include AutoCAD file) of ALL hard copy submittal items above , by download or submitted in a flash drive
11.	☐			Review Fee: \$ 13,104* <i>Check made payable to City of Morgan Hill</i> *(Effective 07/01/26, Service No. 91, AC# 206-38712) Note: (a) the review fee covers three (3) plan reviews; additional fees will be charged at an hourly rate of \$382 per hour, starting with the 4th plan review. (b) Approved review, which resubmits for changes (revisions), are also subject to additional review fees at \$382 per hour.

FINAL SUBMITTAL AND RECORDATION REQUIREMENTS

1.	☐	Map – One (1) Mylar set signed by owner and Land Surveyor or Registered Civil Engineer with license number below 33966 (licensed before January 1, 1982)
2.	☐	Authorization to record map by Title Company or Land Attorney
3.	☐	Subdivision Guarantee from Title Company
4.	☐	Copy of perfecting deed for each lot to be recorded with map
5.	☐	County Tax Clearance Letter
6.	☐	Title Company or Land Attorney contact information who will facilitate the recordation of the Parcel Map and perfecting deeds
7.	☐	Digital copies of ALL final submittal items by download or submitted in a flash drive

OFFICE USE ONLY	
Date Received:	
PW File Number:	
Project Address or APN:	