

TOWN OF LOS ALTOS HILLS

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Lot Line Adjustment

A Lot Line Adjustment procedure may be used for the approval of minor changes in lot lines between four or fewer existing adjoining parcels of land shown on recorded subdivision maps, parcel maps or records of survey, when the changes do not result in an increased number of parcels.

SUBMITTAL REQUIREMENTS

1. Application and Billing Agreement

Signed by all parties holding an ownership interest in any properties which are the subject of the proposed lot line adjustment.

2. Site Plan

Six (6) copies of a scale drawing (minimum 24" X 36" in size) showing the proposed lot line adjustment, prepared by a registered civil engineer or land surveyor. The drawing shall contain, or shall be accompanied by, the following information:

- a) Existing lot lines of all properties which are the subject of the lot line adjustment and the name of any existing recorded maps applicable to such properties, the date of map recordation, and the book and page of the official records where such maps are recorded.
- b) Proposed lot lines and the dimensions of the lots as reconfigured by the lot line adjustment, including frontage, width, depth and area in square feet.
- c) Date of preparation, north arrow, and scale.
- d) Key map showing adjacent contiguous property on all sides, giving location, names and widths of adjacent rights-of-way.
- e) Name and address of record owners of all properties which are the subject of the lot line adjustment and the name and address of the civil engineer or land surveyor who prepared the drawing.
- f) Locations, names, widths, centerline radii and centerline slopes of all streets within or adjacent to the subject properties.
- g) Existing contours of the subject properties, expressed in intervals of five feet, together with a calculation of the average slope of each property, as determined in accordance with Section 9-1.604 of this chapter and the lot unit factor of each property before and after the lot line adjustment.
- h) Location and description of all existing buildings and structures upon the subject properties and their setbacks relative to adjacent property lines.
- i) Location of all septic tanks and septic leach fields, if applicable.
- j) Location, width, and character of all existing easements.

- k) Existing use or uses and zoning classification of each property having a lot line to be adjusted.
- l) Location of all creeks, streams, drainages and other watercourses, showing top of existing banks and creek depth.

3. Title Report

A certification from the owner of each affected parcel documenting ownership of the parcel and certifying owner's right to authorize the lot line adjustment. Said certification shall attach a preliminary title report or comparable document issued within six (6) months from the date of filing the application by a reputable title company doing business in the County and showing all parties having any interest in the subject properties.

4. Recorded Maps

Two (2) copies of any recorded maps and Records of Survey applicable to the subject properties.

5. Mailing List

Property owners within five hundred (500) feet of the boundary of the proposed lot line adjustment with said notices addressed to the owner as noted on the last equalized tax assessment roll.

6. Filing Fee and Deposit

In addition to the foregoing, the Planning Director, or his or her authorized representative, may require the applicant to submit such additional documents, information and materials as he or she deems necessary for the review, processing and evaluation of the proposed lot line adjustment. If any such additional documents, information, or materials are required, then the Planning Director, or his or her authorized representative, shall so advise the applicant in writing within thirty days from the date of filing of the application.

PROCEDURE

1. File Application

An application for a lot line adjustment shall be filed with the Planning Director, or his or her authorized representative, along with the required submittal requirements and the appropriate fee and deposit. The application shall be signed by all parties holding an ownership interest in any properties which are the subject of the proposed lot line adjustment.

2. Planning Department Review

Upon submittal of an application for a lot line adjustment the Planning Director or his or her authorized representative shall examine the application and supplemental data and information to determine if all requirements for the filing are in accordance with the provisions of the Subdivision Map Act and the Town Code and all required fees for filing have been paid.

The Planning Director or his or her authorized representative shall then transmit copies of the lot line adjustment, along with accompanying data, to the County Health Department, Town departments and committees, public utilities, and the appropriate water district for review and comments.

3. Noticed Public Hearing

Once the application has been deemed complete and in compliance with the General Plan and the Zoning Ordinance, the Planning Director or his or her authorized representative, shall schedule a noticed public hearing. Ten (10) days prior to the scheduled meeting, a public notice shall be mailed to the owners of each parcel subject to the lot line adjustment and to all properties within five hundred (500) feet of the exterior boundaries of the proposed lot line adjusted properties, advising of the time, place, and date of the public hearing, with said notices addressed to the owners as noted on the last equalized tax assessment roll.

The Planning Director, at the noticed public hearing, shall review the lot line adjustment for conformance with the general plan, zoning and building ordinances, and the provisions of this chapter.

4. Conditions of Approval

If the application is approved by the Planning Director at the noticed public hearing and the City Council upholds the approval, conditions of approval will be given to the applicants. These conditions will include the requirement to provide two (2) sets of legal descriptions, plat exhibits, and closure calculations for the new lots prepared by a registered civil engineer or a licensed land surveyor for review and approval. The property owners shall provide Grant Deeds with legal descriptions and plat exhibits deeding to each other for review and approval.

NOTE: The Lot Line Adjustment is valid for one year from the approval date. All required documents pertaining to the Lot Line Adjustment shall be recorded prior to the expiration date.