



**ENGINEERING & DEVELOPMENT  
DEPARTMENT  
(925) 779-7080**

*Procedure for Lot Line Adjustments*

**PURPOSE**

The purpose of a lot line adjustment is to adjust the lot line between properties. No new lots can be created with a lot line adjustment.

**PROCESS**

*Step 1 – Pre-application Conference*

The applicant should discuss the proposal with the Planning Staff prior to submission of the formal application. This may be done over the counter without an appointment.

*Step 2 - Filing of Application*

Following the meeting with Staff, the applicant should submit the completed application, drawings, and other materials to the Department of Community Development as specified in this information sheet.

*Step 3 - Review*

Processing usually takes six to eight weeks to complete. Following approval by the City Engineer of the plats and descriptions the documents will be forwarded to the County Records Office for recordation by your Title Company, and they will provide you with a copy.

**APPLICATION SUBMITTAL REQUIREMENTS**

1. Completed application (attached)
2. Signed Statement of Understanding (attached)
3. Deposit of \$1850.00 (based upon the current Master Fee schedule for the fiscal year)
4. Materials described on Lot Line Adjustment Checklist (attached)

PROJECT LOCATION \_\_\_\_\_

APPLICANT \_\_\_\_\_

### LOT-LINE ADJUSTMENT CHECKLIST

Submit at least the following items: (additional items may be required)

1. A sketch showing existing buildings, utilities, easements, grades, etc. – Similar to the information provided on a tentative parcel map.
2. Copy of signed and notarized Grant Deeds or original signed and notarized acknowledgement by the property owners as to the processing of the Lot Line adjustment.
3. A recordable plat showing the following (8 ½ x 11 sheets):
  - a. An owner's statement, on a separate sheet, consenting to the preparation and recording of the plat for the lot-line adjustment (signed, dated, notarized acknowledgement).
  - b. The bearing and distance of all existing lot lines.
  - c. The "old" lot-line as a dashed line, with a note indicating "old line".
  - d. The "new" lot-line as a solid line, with a note indicating "new line".
  - e. Identify new parcel.
  - f. Identify transfer parcels.
  - g. Sheet number and total number of sheets shown on each sheet.
  - h. Scale no smaller than 1"=100'
  - i. North arrow on plat sheet(s).
  - j. Basis of Bearing shown on plat sheet(s). Basis of Bearing is California Coordinate Zone 3 or other basis approved by the City Engineer.
  - k. Equation of Bearings from grid to true north shown on each sheet.
  - l. Legend shown on each sheet.
  - m. All hand printed letters at least 1/8" high. All mechanical lettering at least 1/10" high.
  - n. Corners of all adjoining properties shown on map.
  - o. Adjoining parcels shown on a record map are identified by subdivision number or name and reference to the book and page of the recorded map.
  - p. Adjoining parcels not shown on a record map are identified by name of the last recorded owner and reference to the book and page of the recorded deed.
  - q. Lot/parcel boundaries conform to the information provided in the original map and preliminary title report.
  - r. Error of closure for boundary and individual lots does not exceed one part in 20,000.
  - s. Map bearings, distances and curve data agree with information on closure sheets.
  - t. Easements for roads, streets, paths, storm water drainage, sanitary sewers, or other public uses shown on plat.
  - u. Use of each easement identified on map.
  - v. All easements of record shown on the plat, together with the name of the Grantee and recording data. Review title report for such easements.

4. Submit closures for all revised lots and transfer parcels.
5. A current preliminary title report (within 6 months)
6. Legal descriptions of the revised lots/parcels
7. Legal descriptions of transfer parcels
8. Stamp, signature, and expiration date from a registered land surveyor or a civil engineer registered prior to January 1, 1982 on the legal descriptions and plats.



# DEVELOPMENT APPLICATION

Community Development Department  
P.O. Box 5007  
Third & "H" Streets  
Antioch, CA 94531-5007  
Phone: (925) 779-7035 Fax: (925) 779-7034

**SITE LOCATION:** \_\_\_\_\_

**ASSESORS PARCEL NO. (S):** \_\_\_\_\_ **TOTAL ACREAGE:** \_\_\_\_\_

**BRIEF DESCRIPTION OF REQUEST:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PROPERTY OWNER OF RECORD

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_

### APPLICANT

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

**Signature:** \_\_\_\_\_

### ANY OTHER PERSON THAT YOU WOULD LIKE THE CITY OF ANTIOCH TO NOTIFY OF THE PUBLIC HEARING

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

### AGENT/DESIGNER

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

***For Office Use Only***

Date Received: \_\_\_\_\_ File No: \_\_\_\_\_

Title: \_\_\_\_\_

Planner: \_\_\_\_\_ Account No. \_\_\_\_\_

**Type of Application:**

- |  |   |                                       |   |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Amend General Plan | <input type="checkbox"/> Minor Subd   | <input type="checkbox"/> 2 <sup>ND</sup> Unit AUP |
| <input type="checkbox"/> Use Permit    | <input type="checkbox"/> Amend Spec Plan    | <input type="checkbox"/> Lot Line Adj | <input type="checkbox"/> Rezone/Final Dev. Plan   |
| <input type="checkbox"/> Variance      | <input type="checkbox"/> Amend Zoning Map   | <input type="checkbox"/> Subdivision  | <input type="checkbox"/> Annexation               |
| <input type="checkbox"/> Signage       | <input type="checkbox"/> Prelim PD          | <input type="checkbox"/> Other _____  |   |

***Return comments no later than*** \_\_\_\_\_

- |   |                                   |                                 |
|---|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Engineering/PW         | <input type="checkbox"/> Building | <input type="checkbox"/> Police |
| <input type="checkbox"/> Engineering/E. Franzen | <input type="checkbox"/> Fire     | <input type="checkbox"/> _____  |
| <input type="checkbox"/> Engineering/CD         | <input type="checkbox"/> PHBS     | <input type="checkbox"/> _____  |
| <input type="checkbox"/> Maintenance            | <input type="checkbox"/> DDSD     |                                 |

**STATEMENT OF UNDERSTANDING**

**PLEASE SIGN AND RETURN WITH YOUR APPLICATION**

In signing this Statement of Understanding in conjunction with the attached application to the City of Antioch, Department of Community Development for the Project titled \_\_\_\_\_.

I understand that charges for materials and staff time spent processing this application will be billed monthly and is based on an hourly rate as identified in the current fiscal year fee schedule. Application processing includes but is not limited to plan checking and processing, meetings, phone calls, research, e-mail, and staff report preparation. Further, I understand that my initial deposit is not a fee and actual charges may be in excess of the deposit. The deposit will be returned to me at the conclusion of the process after all invoices have been paid. If invoices are not paid on a monthly basis, processing will be terminated until all past due amounts have been paid. Failure to pay invoices on a monthly basis may also result in an application being deemed incomplete; postponement of hearings or meetings; and/or inability to obtain a building permit. Failure to pay invoices on a monthly basis may also result in the placement of a lien on the subject property.

I assume full responsibility for all costs incurred by the City in processing this application.

Further, I understand that approval of my project is NOT guaranteed and may be denied. In the case of a denial, I understand that I am still responsible for all costs incurred by the City in processing this application.

I hereby authorize employees, officials and agents of the City of Antioch to enter upon the subject property, as necessary, to inspect the premises and process this application.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



Property owner signature for authorization to enter property and process the application. This is required only if the applicant is not the property owner.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_