



Lot Line Adjustment Permit Submittal Checklist

All lot line adjustment submittals shall be accompanied by the following information. The applicant is required to attest to the fact that all elements are provided by checking the boxes alongside each required item and by signing the last page of the checklist. All elements are required, *unless either waived by planning staff or by attesting (as the applicant) that the subject element is not applicable by writing N/A alongside the required element.*

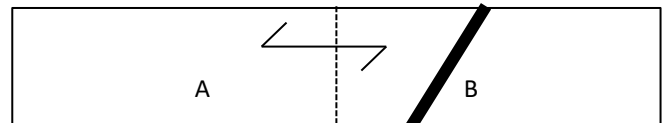
Projects are submitted electronically through ePlan in three file types: Application (APP), Plans (PLN), and Supplemental Documents (SUP).

- ☐ **APP (APPLICATION) FILE:** Discretionary Permit Application (Form PLG – 100)
- ☐ Lot Line Adjustment Permit Submittal Checklist
 - ☐ Owner/Agent forms ([PLG-210](#)). An Owner/Agent form is required for all parcels other than the applicant's.
- ☐ **PLN (PLANS) FILE:** All project plans shall include the following:
- ☐ Assessor's Parcel Number
 - ☐ Contact data: Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on all plan sheets.
 - ☐ Scale and north arrow on each plan sheet. Acceptable scales are: 1 inch = 10 feet, 1 inch = 20 feet, ¼ inch = 1 foot, 1/8 inch = 1 foot.
 - ☐ Sheet title for each sheet.
 - ☐ Date of preparation: Provide the preparation date and all revision dates, as applicable, on each plan sheet.

PLN FILE CONTENTS SHALL INCLUDE THE FOLLOWING PLAN SHEETS:

- ☐ **SITE PLAN** with documentation for entire property:
- ☐ Location and dimensions of all property boundaries, drawn to a conventional scale.
 - ☐ Vicinity Map and Directions: A vicinity map that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road.
 - ☐ **Indicate property boundaries as follows:**

Existing property line to be unchanged: _____
Existing property line to be deleted: - - - - -
Proposed property line: **_____**



- ☐ Square footage of area transferred, along with existing and resulting parcel sizes.

When the adjustment involves two parcels, display the transfer areas in the following table:

Proposed Adjustments			
	Existing (acres/ sq ft)	Proposed	Difference
Parcel A	5,000	6,000	+ 1,000
Parcel B	6,000	5,000	- 1,000



When the adjustment involves three or four parcels, display the transfer areas in the following table:
(Note: if a proposed Lot Line Adjustment involves 5 or more parcels, a subdivision is required.)

Proposed Adjustments						
	Existing (acres/ square feet)	Area of land to be transferred to or from Parcel A	Area of land to be transferred to or from Parcel B	Area of land to be transferred to or from Parcel C	Area of land to be transferred to or from Parcel D	Proposed (acres/ square feet)
Parcel A	20	---	+10	-5	---	25
Parcel B	40	-10	---	---	+5	35
Parcel C	30	+5	---	---	-10	25
Parcel D	50	---	-5	+10	---	55
TOTAL	140					140

- ☐ Location and dimensions of all rights of way and vehicular easements, labeled. Also show edge of pavement if outside right-of-way.
- ☐ Location and dimensions of driveways, parking spaces, maneuvering aisles, loading areas, trash/recycling areas.
- ☐ Location of all septic systems, leach fields and wells.
- ☐ Location, dimensions and uses of all existing and proposed buildings. All existing building/structures shall be labeled "EXISTING," "PROPOSED," OR "TO BE REMOVED."
- ☐ Existing structure footprints, including exterior improvements such as decks.
- ☐ Indicate distance between property lines (both existing and proposed) and every structure within 150 feet.
- ☐ Location of fences and retaining walls.
- ☐ Location of all underground utilities, including water, sewer, gas and power lines. Note on the plans whether abandonment or relocation of an existing lateral or drainage easement is proposed.
- ☐ Location of drainage ways, drainage structures, creeks, rivers and wetlands (check with Public Works Drainage Engineering Staff for information on drainage structures).

- ☐ **PROJECT-SPECIFIC INFORMATION** – Required as applicable
 - ☐ Lot slope indicated by contours at regular intervals, if required to determine buildability.
 - ☐ Location of slope instability, fault traces or floodplains, if required to determine buildability.
 - ☐ Location and dimensions of any open space easements.
 - ☐ Location of existing and proposed public pedestrian rights of ways and shoreline access points.
 - ☐ Surveyed location of public sewer and easements that are located on your parcel (if not on septic).
 - ☐ Staking: If the septic system location is within 50 feet of property boundary, please stake the septic tank and leach field locations to assist staff in locating these fixtures in the field.

- ☐ **SUP (SUPPLEMENTAL DOCUMENTS FILE):** Discretionary Permit Supplemental Documents Index (Form PLG – 135)
 - ☐ A preliminary title report for all involved parcels (may be required to determine rights-of-way, easements and other encumbrances).
 - ☐ Common Interest Ownership Disclosure (as applicable).
 - ☐ Geologic Report, if required to determine buildability.
 - ☐ Geological Hazards Assessment, if required to determine buildability.



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* FOR A COMPREHENSIVE LIST OF REQUIRED INFORMATION (LORI), PLEASE REFER TO THE UNIVERSAL LIST OF REQUIRED INFORMATION ([UNIVERSAL LORI](#)), AVAILABLE ONLINE.

I hereby certify that the above-listed required information has been included as part of the initial application submittal (unless waived by a staff planner).

Signature of Owner or Authorized Agent

Date