

Public Works Department
Engineering Division

Guidelines Lot Line Adjustments

Definition:

Lot line adjustments are changes in the boundary between two or more existing adjacent parcels, where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed are not thereby created.

Purpose:

1. When 2 or more parcels need to be merged into one parcel to be used as a building site.
2. When a property line or lines between 4 or fewer parcels needs to be moved.

Authority: Chapter 21.32 BMC

Contact: Vincent Chen at (510) 981-6409

Fee: \$1,743.00 plus a \$588.00 deposit. (Please submit separate checks, payable to City of Berkeley)

Process:

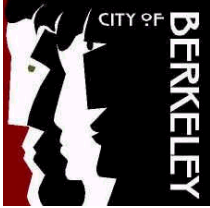
1. Request meeting with Subdivision Engineer Vincent Chen to discuss feasibility. Bring a survey or county property assessor's map (available at Alameda County Property Assessor's web site) showing proposed location of lot lines.
2. Fill out application form available at permit counter and hire a surveyor to prepare map and legal descriptions.
3. Obtain a title report for each affected property and complete zoning tabulation form for each lot (available from the Land Use counter or online at:
<http://www.cityofberkeley.info/onlineservice/forms.htm>)
4. Submit application package consisting of
 - a. 1 original completed application form and five (5) copies,
 - b. 3 copies each of all title reports dated within six (6) months of the date of application
 - c. 6 copies of the completed zoning tabulation form,
 - d. 6 copies of the survey plat (11" x 17" format), labeled "Exhibit A,"
 - e. 6 copies of each new legal description, labeled "Exhibit B,"
 - f. Closure calculations and check for fees.
 - g. All record information such as deeds, maps and any other reference material used in preparing the proposed Lot Line Adjustment Map.

Guidelines for Lot Line Adjustments

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5. City will route application to Building and Safety, Public Works and Planning for review. Following review, the City will check the map and legal descriptions and mail the surveyor a marked copy of the survey and legal descriptions along with a cover transmittal sheet. At the same time the City will generate a recording document and a letter and send this to the applicant for signature by all the property owners (notarized signatures required).
6. Applicant will return corrected map printed on Mylar and signed and sealed by the surveyor and the executed recording document referenced in 5 above to the subdivision Engineer for City signature and final approval.
7. Upon approval, the documents are transmitted by the subdivision engineer to the City Clerk. The applicant is notified by mail that the documents should be picked up by a title company from the City Clerk's Office and recorded along with any deeds that may be required.

Timeline: The process takes a minimum of 2 months after submittal and 3 weeks after Mylar submittal.



Planning Department
Engineering Division

**APPLICATION FOR SUBDIVISION,
LAND DIVISION AND/OR LOT LINE ADJUSTMENT
(CERTIFICATE OF COMPLIANCE)**

This application is to be used for the submission of a **Tract Map** or a **Parcel Map** for the purpose of a subdivision of land, and for the submission of a **Lot Line Adjustment**, as defined in the **Subdivision Map Act** (current revision) and in the **City of Berkeley Municipal Code, Title 21**.

Please use the **APPLICATION FOR CONDOMINIUM** if the proposed project is a new condominium or a condominium conversion, as defined in **Section 783** of the **California Civil Code**.

INSTRUCTIONS:

Please answer the following questions, checking the appropriate boxes and/or supplying the requested information. Be as complete as possible, attaching additional sheets or supplemental data as required. Respond to all of the questions. If the question does not apply to your project, please mark **N/A** where an answer is requested.

Your attention is directed to the "NOTE" section at the end of this application. Incomplete applications will be returned to the applicant.

If you have any questions, it is suggested that you first consult the State of California's Subdivision Map Act (current revision) and the City of Berkeley's **Municipal Code, Title 21**. If you wish further information, please call the **Subdivision Engineer** at **(510) 981-6409**.

It is your responsibility as the applicant to make certain that your proposal conforms to all of the requirements (Zoning/Current Planning, Planning, Public Works, etc.) for land divisions and lot line adjustments in the City of Berkeley, or that the appropriate variances, waivers, use permits, etc., have been obtained/approved.

1. Please check and give the appropriate map number below if this application is for a:

Tract Map No. _____ Vesting Tentative Map
 Parcel Map No. _____ Lot Line Adjustment Certificate of Compliance

2. This subdivision contains _____ parcels/lots.

3. Address of property: _____

4. Record Lot(s)/Block/Tract (or portions thereof – refer to the title report legal description, or deed)

5. Assessor's Parcel Number(s) _____

6. Name, Address, and Telephone Numbers of **Owner(s)**:

A. _____

B. _____

Day: () _____

Day: () _____

Evening () _____

Evening () _____

7. Name, Address, and Telephone Numbers of **Applicant** (letters from the City will be addressed to this person):

Day: () _____

Evening () _____

7a. Name, Address, and Telephone Number of **Engineer/Surveyor**, and Registration information:

Registration Number of Engineer/Surveyor

Expiration Date of Registration

() _____

8. Describe the present use of the site: _____

9. Briefly describe the purpose and intent of the proposed subdivision: _____

10. Current zoning status of site: _____

11. Total area of subdivision: _____ square feet

12. Complete the following table, attach additional sheets as needed when applying for a Tract Map using the same format as shown below:

DESCRIPTION OF PROPOSED PARCELS AND IMPROVEMENTS

Parcel	A	B	C	D	E
Area (Sq. ft.)					
Proposed Use					
Proposed Structures (Y/N)					
Proposed Access: Strips (Lineal ft.)					
R.O.W. Frontage: (Lineal ft.)					

13. Are there any easements in/on/over the site? If so, please describe:

14. Are there any utilities in an abutting public right-of-way(s) or easements?

Check all that apply and show on Tentative Map:

Gas _____ Electricity _____ Telephone _____
 Water _____ Storm _____ Sanitary _____

15. The nearest fire hydrant is _____ feet from the farthest parcel as measured along the public right-of-way and/or proposed access roads.

16. Is any utility construction proposed? Yes _____ No _____

If yes, please describe: _____

17. Is any sanitary sewer construction proposed? Yes _____ No _____

If yes, please describe: _____

18. Is any private sanitary sewer construction (main or lateral) proposed? Yes _____ No _____

If yes, please describe: _____

19. Is any grading/excavation proposed? Yes _____ No _____
If yes, please describe: _____

20. Is any demolition proposed? Yes _____ No _____
If yes, please describe: _____

21. Is "off-street" parking provided as required by the City's Zoning Ordinance? Yes _____ No _____
If no, please describe: _____

22. Describe any proposed construction of private access roads/strips. Will all passages or driveways (proposed or existing) be sufficient size so as to permit the entry of fire fighting equipment?

23. Briefly describe any other proposed improvements:

24. Will any variances, waivers, use permits, etc., be required for this application? Yes ___ No ___

25. If so, have the variances, waivers, use permits, etc., been obtained?
Yes _____ No _____ Applied for _____

NOTE: If applying with a VESTING Tentative Map, written approval from the Board of Adjustments, in the form of APPROVED variances, permits, etc., is required PRIOR to applying for a land division.

If yes, please show the appropriate permit number _____ or date granted _____, and a description:

If applied for, city date, agency, application data, and a brief description: _____

NOTE: THIS IS NOT AN APPLICATION FOR SUCH VARIANCE, PERMITS, ETC., WHICH MUST BE MADE WITH THE APPROPRIATE DEPARTMENTS.

The acceptance of a completed application by the City of Berkeley does not constitute the approval of any application, nor does it guarantee that such application will be approved by the appropriate agency/agencies.

Once accepted by the City of Berkeley, all fees required for the submission of this application are non-refundable.

SIGNATURES OF APPLICANT AND ALL OWNERS OF RECORD (attach additional sheets, as needed):

_____ OWNER (PRINT NAME)	_____ OWNER'S SIGNATURE	_____ DATE
_____ OWNER (PRINT NAME)	_____ OWNER'S SIGNATURE	_____ DATE
_____ OWNER (PRINT NAME)	_____ OWNER'S SIGNATURE	_____ DATE
_____ OWNER (PRINT NAME)	_____ OWNER'S SIGNATURE	_____ DATE
_____ APPLICANT (PRINT NAME)	_____ APPLICANT'S SIGNATURE	_____ DATE

DO NOT WRITE BELOW THIS LINE

FILING DATE OF APPLICATION: _____