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# Lot Line Adjustment / Lot Merger Application

As provided in the Clayton Municipal Code, Title 16, chapter 16.02.030D

Below: Office Use Only

File No: \_\_\_\_\_ Deposit: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Please clarify any questions with the Planning Staff prior to completing this form. Please print or type legibly. Attach additional sheets if necessary. Incomplete applications will not be accepted.

**1. Applicant/Property Owner Contact Information:** Phone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Email: \_\_\_\_\_  
 Property Owner Name: \_\_\_\_\_ Property Owner Email: \_\_\_\_\_

**2. Submittal Requirements:**

The number of copies of each of the items below, which constitutes a complete Application Submittal Packet, will be determined by the Community Development Director. If not specified, assume only one copy is needed. If applicable, all plans and analyses shall be at scale 1"=20' for site planning and 1/8"=1' or greater for elevations and floor plans. Please submit the following information in the order in which it is outlined below. Additional items may be required by the Community Development Director.

- Community Development General Application
- Lot Line Adjustment / Lot Merger Permit Application
- Environmental Information Form
- Processing Deposit \$ \_\_\_\_\_ (Make check payable to the City of Clayton)
- Copy of the title report(s) or copy of a preliminary title report(s) for all property subject to this application, dated within 90 days
- Current Zoning Map showing existing and proposed zoning classification(s), as applicable, for the subject parcel(s) and its surrounding land uses
- General Plan Map showing existing and proposed general plan designation(s), as applicable, for the subject parcel(s) and its surrounding land uses
- Photographs/Graphics showing the relationship of the subject parcel(s) identified to the surrounding properties. Include aerials such as Google Earth maps, and perspective photographs.
- Legal Description: Provide for each of the parcels involved, including the metes and bounds (lengths and bearings of boundary lines) of the parcels as adjusted or as merged. (2 copies prepared by a licensed land surveyor or civil engineer.)
- Closure Calculations: Provide for each resultant parcel. (2 copies prepared by a licensed land surveyor or civil engineer)

Area Map:  
 Provide 12 reduced (8.5" x 11") and 2 full size (24" x 36") copies prepared by a licensed land surveyor or civil engineer drawn to an appropriate engineering scale, dated, and titled, depicting:

- a. Scale, typical dimensions throughout, and North arrow
- b. Submitted by (name, address, phone, date)
- c. Dimensions of the existing and proposed parcel boundaries, with existing boundaries shown as dashed lines and proposed boundaries shown as solid lines
- d. Tract and lot number of each parcel
- e. Address and assessor's parcel number of each parcel
- f. Calculated area of each parcel as adjusted, to the nearest 1/10 of a square foot. Lot areas shall be given in square feet if they are less than one acre
- g. Locations of all structures, easements, right-of-way, parking lots, driveways, public streets, services, utilities, water and sewer facilities, and drainage facilities and their setbacks/distances from the proposed boundaries
- h. Extent of 100-year floodplain, if applicable
- i. Name, registration number, seal, and signature of the engineer or surveyor who prepared the legal description or map

Letter of Explanation

1. Explain the rationale behind the lot line adjustment and/or lot merger.
2. Explain how the lot line adjustment and/or lot merger is in conformance with the subject parcel(s) zoning classification and general plan designation.

Mailing Envelopes and addresses

1. List of names and addresses of all legal owners of property within a 300' radius of the subject parcel(s).
2. Envelopes: prepare a complete set of addressed and stamped legal size envelopes for all listed property owners. Do not place return address on envelopes.
3. Ownership Map: County Assessors map showing subject parcel(s) highlighted or outlined and a boundary line indicating all properties located within a 300' radius of the subject parcel(s). (Will be provided by City Staff if applicant is not using a Title Company.)

**3. Important Implementing information from the City of Clayton Municipal Code:**

16.02.030 D.

A lot line adjustment 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 is not thereby created, provided the lot line adjustment is approved by the Planning Commission. The Planning Commission shall limit its review and approval to a determination of whether or not the parcels resulting from the lot line adjustment will conform to local zoning and building ordinances. The Planning Commission shall not impose conditions or exactions on its approval of a lot line adjustment except to conform to local zoning and building ordinances, or except to facilitate the relocation of existing utilities, infrastructure, or easements. No tentative map, parcel map, or final map shall be required as a condition to the approval of a lot line adjustment. The lot line adjustment shall be reflected in a deed or record of survey which shall be recorded.

**4. Certification:**

**General Certification:**

**I (We):**

- consent to the submission of this application.
- understand that an incomplete application may be denied.
- hereby declare under penalty of perjury under the laws of the State of California that the information in this application and its attachments is true, complete and correct.
- certify that I (We) have read and understand Title 16, Chapter 16.02.030D found in Part 3 of this application and in the City of Clayton's Municipal Code.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_