



## CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street  
San Juan Bautista, CA 95045

## PLANNING DEPARTMENT

Phone: (831) 623-4661  
Fax: (831) 623-4093

### LOT LINE ADJUSTMENT

A lot line adjustment allows property owners to modify the location of their property lines. A licensed land surveyor or registered civil engineer must prepare portions of the lot line adjustment application.

#### **APPLICATION REQUIREMENTS:**

- ❑ Required processing deposit of \$1,250.00 plus \$50.00 per parcel or lot
- ❑ Application for Lot Line Adjustment form (see attached)
- ❑ Two copy of the following: (to be prepared by a licensed Land Surveyor or Civil Engineer)
  - ❑ Plot Plan: A legible plot plan showing the dimensions of the existing and proposed parcel boundaries, buildings, major trees, fences, improvements and setbacks
  - ❑ Legal Description: description of each property describing the properties and the areas to be subtracted and added. A copy of a traverse calculation of each lot
- ❑ Affidavit of Ownership form and notary forms (attached)
- ❑ Title Report: Two copies of the preliminary title report for all properties involved with the lot line adjustment
- ❑ Applicant's authorization to enter property for field review

**Note:** All items must be included in the application in order for it to be deemed complete. Failure to include the requested items may result in a delay of the application process.

# APPLICATION FOR LOT LINE ADJUSTMENT

## **Applicant(s):**

Name(s): \_\_\_\_\_

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

Phone (Business): \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Interest in Property: \_\_\_\_\_

## **Property Owner #1:**

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

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

Phone (Business): \_\_\_\_\_ Phone (Home): \_\_\_\_\_

## **Property Owner #2:**

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

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

Phone (Business): \_\_\_\_\_ Phone (Home): \_\_\_\_\_

## **Engineer:**

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

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

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

Phone (Business): \_\_\_\_\_ Phone: (Home): \_\_\_\_\_

## **Property #1:**

Address: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ General Plan Land Use Map Designation: \_\_\_\_\_

Acreage of Parcel Before and After Lot Line Adjustment: Before: \_\_\_\_\_ After: \_\_\_\_\_

Existing or Previous Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**Property #2:**

Address: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_

Present Zoning: \_\_\_\_\_ General Plan Land Use Map Designation: \_\_\_\_\_

Acreage of Parcel Before and After Lot Line Adjustment: Before: \_\_\_\_\_ After: \_\_\_\_\_

Existing or Previous Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Briefly describe the proposed lot line adjustment: \_\_\_\_\_

\_\_\_\_\_

Briefly describe why the lot line adjustment is desired: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Property # 3 or more:** Same information as property 1 and 2

Printed Name of Applicant(s): \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Property Owner #1: \_\_\_\_\_

Signature of Property Owner Number #1: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Printed Name of Property Owner #2: \_\_\_\_\_

Signature of Property Owner Number #2: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** If more than two property owners are involved in the application, please provide all of the above information for the additional properties on an attached sheet of paper.

## AFFIDAVIT OF OWNERSHIP

I (we) am (are) the owner(s) of the property for which a lot line adjustment approval is sought or have the lawful power of Attorney of the property:

Name of Property owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Assessor's Parcel Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Property owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Assessor's Parcel Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Property owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Assessor's Parcel Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Property owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Assessor's Parcel Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: All signatures of property owners must be notarized. Please attach the all notary forms. If signing with Power of Attorney, a copy of the document giving the power of attorney must be attached to the application.

**DECLARATION UNDER PENALTY OF PERJURY**

**AFFIDAVIT:**

1. I attest under penalty of perjury to the truth and correctness of all the facts, exhibits, maps, and attachments, presented with and made a part of this application.
2. I understand that a planner will visit the subject site in connection with this application.
3. I agree to pay all required application fees and cost.
4. I have contacted the owner and he has given his permission to process this application, or I am the property owner.

**Applicant(s):**

Applicant's Name: \_\_\_\_\_

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

Applicant's Name: \_\_\_\_\_

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

**AFFIDAVIT:**

I am the owner of the property involved in this application, and I consent to the preparation and submission of this application.

**Property Owner(s):**

Property Owner's Name: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

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