

Lot Line Adjustment (LA)

****A Pre-Application Meeting is Required Prior to Submittal of the Lot Line Adjustment Application****

The following is a list of documentation required by the Planning Office in order to process your application for Lot Line Adjustment. Your application will **not** be accepted unless it is signed by the property owner(s) or authorized representative, accompanied by the current filing fee, and includes **all** the pertinent items described below. Following initial distribution and review of submitted materials additional information may be required. **Questions?** Contact the Santa Clara County Planning Office (408) 299-5700

Checklist of Application Materials

The documents listed below are **required** for your application and **must be submitted in electronic form through the County InSite Public Portal**. **Incomplete submittals will not be accepted**. All plans must be legibly drawn to an appropriate scale.

- Site Plan** including:
 - Existing and proposed property lines, including dimensions
 - Lot areas and percentage change;
 - All buildings, structures, septic systems, wells, driveways, & other improvements;
 - Setback of structures and buildings to proposed property lines.
 - See sample Lot Line Adjustment site plan (below) for further information.
- Copy of Assessor's Parcel Map** (Available at the Assessor's Office-5th Floor, County Government Center)
- Copy of Current Recorded Grant Deed** (for each lot)
- Evidence** showing legal creation of lot (See **handout enclosed with application packet**. **If lot legality is based on a Certificate of Compliance, a copy of the recorded certificate is required.**)
- Completed Well Information Questionnaire** (enclosed with application packet)
- Preliminary Title Report**
- Acknowledgements and Agreements form, signed by owner or authorized representative.**

Additional Application Materials that may be Required

The documents listed below **may or may not** be required for your Lot Line Adjustment. **Please consult staff to make an accurate determination.**

- General Plan Conformance**

Applicants proposing Lot Line Adjustment within a City's urban service area and under County jurisdiction must **first** file this form to determine if the proposal meets the city's general plan. This form must be completed by the applicant, the County Planning Office, and the involved city before the application can be accepted.
- Application for Environmental Clearance** (including photos of project site) & **Fee**

An environmental assessment may be required. This will be determined during the pre-application process.
- Slope Density Calculation Form** (For instructions, see form entitled, "Slope-Density Calculation")

If the minimum lot size is based on slope-density, calculations must be submitted in order to determine the minimum lot size.
- Depending on the deeds or legal descriptions submitted**, the following additional information is required:
 - Each copy of the deed must include the entire deed, with no pages missing.
 - The copies of the deeds must be clearly readable, with recording dates and numbers clearly shown.
 - If the deed includes an exception or more than one lot, parcel or description, the applicant must note on the deed which parcel, lot, description or exception pertains to the requested lot merger.
- Williamson Act Compatible Use Determination**

If the subject property is restricted by a Williamson Act contract, submit documentation verifying a commercial agricultural use.

*****Turn page for additional requirements*****

Lot Line Adjustment Pre-Application (PA)

The following is a list of documentation required by the Planning Office in order to process your application for Lot Line Adjustment Pre-Application. Your application will **not** be accepted unless it is signed by the property owner(s) or authorized representative, accompanied by the current filing fee, and includes **all** the pertinent items described below. Following initial distribution and review of submitted materials additional information may be required.

Questions? Contact the Santa Clara County Planning Office (408) 299-5700

Checklist of Application Materials

The documents listed below are **required** for your Lot Line Adjustment Pre-Application and **must be submitted in electronic form on a CD or thumb drive**, along with **2 copies of the plans on paper**.

- Site Plans** must be legibly drawn to an appropriate scale, sheet size **18"x 24" minimum to 24"x36" maximum**, including:
 - Existing property lines, noting which are to be removed;
 - Lot areas and percentage change;
 - All buildings, structures, septic systems, wells, driveways, & other improvements;
 - Setback of structures and buildings to proposed property lines.
 - See sample Lot Line Adjustment site plan (below) for further information.
- Assessor's Parcel Map** (Available at the Assessor's Office-5th Floor, County Government Center)
- Current Recorded Grant Deed** (for each lot)

Additional Application Materials that may be Required

The documents listed below **may** be required for your Lot Line Adjustment. **Please consult staff to make an accurate determination.**

General Plan Conformance

Applicants proposing Lot Line Adjustment within a City's urban service area and under County jurisdiction must **first** file this form to determine if the proposal meets the city's general plan. This form must be completed by the applicant, the County Planning Office, and the involved city before the application can be accepted.

Slope Density Calculation Form (For instructions, see form entitled, "Slope-Density Calculation")

If the minimum lot size is based on slope-density, calculations must be submitted in order to determine the minimum lot size.

Requirement of Environmental Assessment to be determined

