



Lot Line Adjustment Submittal Requirements

GENERAL REQUIREMENTS:

- 1. The Administrative Approval Application must be typed or printed and filled in completely.
 - a. If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his or her behalf and both shall sign this application.
- 2. Evidence of property ownership, e.g. deed, title insurance policy.
- 3. Notarized Agreement Pertaining to Lot-Line Adjustment.
- 4. Legal Descriptions of the existing parcels and the proposed parcels, as they will exist after the Adjustment is recorded.
- 5. Eight (8) copies of drawings of the proposed lot-line adjustment on 8-1/2" x 11" showing the following:
 - All structures including those that are existing, proposed, as well as those to be removed, along with parking spaces, driveways, utility easements, utility lines, access ways and parking agreements and their relationship to one another, including dimensions, to property lines before and after the Lot-Line Adjustment. Identify the properties. All maps are to be drawn to scale and accurate. Include north arrow and vicinity map depicting location of subject properties.
 - a. One (1) set provided in electronic format on CD or DVD, to include AutoCAD and .jpg formats.
- 6. Applicable filing fee(s) (see adopted fee schedule) and Recording Fee.

Submittal Requirements for Revised Plans (after City has accepted the application and deemed it complete)

Submittals of revised plans shall include the following:

- 1. All changes shall be designated by deltas or clouds on the revised plans.
- 2. Notes describing all changes made to the plan, keyed to the deltas or clouds.
- 3. The date that the revisions were made.

Failure to include the above requirements on revised plan will be grounds for rejecting revised plans.

FOR YOUR INFORMATION: Staff may deem additional submittal information necessary to adequately analyze the project. Completion of the application does not presume approval of the application.

All entitlement decisions are final unless appealed within fifteen (15) days of the date on which the decision is made. Appeals to staff decisions shall be in writing and filed with the Community and Economic Development Department. The appeal must set forth the specific reasons for the appeal. All applicable fees must accompany appeals. Building permits, certificates of occupancy, or licenses will not be issued until the appeal period has elapsed. If the entitlement decision is appealed, building permits, certificates of occupancy, or licenses will not be issued until the final decision has been made on the appeal or the appeal is withdrawn.