

CITY OF SAN LEANDRO
ENGINEERING AND TRANSPORTATION DEPARTMENT

APPLICATION FOR LOT LINE ADJUSTMENT/PARCEL COMBINE

A lot line adjustment/parcel combine can only be between four or fewer parcels, the parcels must be adjoining, and the new parcels must conform to the General Plan, any applicable coastal plan, and zoning and building ordinances

The application for a Lot Line Adjustment must include all of the following items, unless waived by the City Engineer:

- ___ (1) A signed and completed application
- ___ (2) A letter from each property owner requesting the action
- ___ (3) Either Lot Book Guarantees plus Judgment and Tax Lien for each parcel; or Litigation Guarantee for each parcel or Preliminary Title Reports for each parcel prepared within the last three months. These documents must show current ownership for all the Assessors Parcels.
- ___ (4) Topographic map, stamped and signed by a licensed land surveyor showing the following: Exterior boundaries of existing parcel(s), record information, Assessor's Parcel Numbers, existing lot lines to remain in solid, lot lines to be removed dashed, and new lot lines in solid bold, resulting lot areas, locations of easements and public right of ways, locations of structures, parking spaces, driveways, underground facilities, any additional data or information required by the Engineering and Transportation, Building, and Planning Departments.
- ___ (5) A letter to the Engineering Division requesting aggregation or segregation of assessments if parcels are located within a Local Improvement District.
- ___ (6) Legal description of the new parcels and mathematical calculation for closures, stamped and signed by a licensed Land Surveyor or a Registered Civil Engineer with a license number under 33965 who is authorized to practice land surveying. Legal descriptions shall be marked Exhibit A1, A2, A3, and A4.
- ___ (7) An 8½" x 11" final plat map, stamped and signed by a licensed Land Surveyor or a Registered Civil Engineer with a license number under 33965 who is authorized to practice land surveying. Plats shall be marked Exhibit B, or Exhibit B1, B2, etc.
- ___ (8) Review deposit in the amount of \$1600.00

APPLICATION FOR LOT LINE ADJUSTMENT/PARCEL COMBINE

Additionally, after the initial application is processed the applicant will be required to:

- ____ (9) Sign, notarize, and submit a Certificate of Ownership form, provided by the City
- ____ (10) Prepare Deeds, if required, and record all documents with the County Recorder
- ____ (11) Submit a copy of recorded documents to the City.

	Address	APN
Parcel 1		
Parcel 2		
Parcel 3		
Parcel 4		

	Owner's name, address, and phone number
Parcel 1	
Parcel 2	
Parcel 3	
Parcel 4	

Applicant Name: _____ Phone No.: _____

Applicant Address: _____ Fax No.: _____

Signature: _____
(Applicant)

Date: _____

Application Received by: _____
(City of San Leandro)

Date: _____

CITY OF SAN LEANDRO
Agreement for Payment of Fees for Application Processing and Inspection

FOR CITY USE ONLY:

Customer Number (CN) _____

.....
TO BE COMPLETED BY APPLICANT/CONTRACTOR AND PROPERTY/FACILITY OWNER:

City of San Leandro
Engineering & Transportation Department
835 East 14th Street
San Leandro, CA 94577
Phone: (510) 577-3428

Date: _____

Project Description and Address or parcel number _____

Applicant shall pay all personnel and related direct and indirect costs (including cost of employee benefits, indirect overhead, and staff support) for review, processing, and inspection of the subject project in an amount and at such time as requested by the City of San Leandro.

Payments are due and payable within thirty (30) days of invoice. Interest will accrue on all costs unpaid thirty (30) days after billing at the maximum legal rate and the City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts.

If the City is unable to collect all costs from the applicant or authorized agent, the property owner will be responsible for the amount due. Delinquent accounts may result in a lien being placed on the property.

Applicant agrees to hold City harmless from all costs and expenses, including attorney's fees, incurred by City or held to be the liability of City in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the applicant's project.

=====

To be completed by Applicant or Contractor – if applicant is owner so state and skip to Owner section

Name _____ Telephone _____
applicant (if same as owner so state)

Address _____
number and street city and state zip

Signature of Applicant _____

=====

To be completed by Property/Facility Owner

Name _____ Telephone _____
Property/Facility owner

Mailing Address _____
number and street city and state zip

Signature of Property/Facility Owner _____