



APPLICATION
**LOT LINE
 ADJUSTMENT/MERGER**

File No.	Quad
Related files	
DEPARTMENT USE ONLY	

www.srcity.org

GENERAL INFO	LOCATION OF PROJECT (ADDRESS)		ASSESSOR'S PARCEL NUMBER(S)		ZONING
	NAME OF PROPOSED PROJECT				GENERAL PLAN DESIGNATION
	APPLICANT NAME		BUSINESS PHONE () -		HOME PHONE () -
	APPLICANT ADDRESS	CITY	STATE	ZIP	EMAIL
	APPLICANT REPRESENTATIVE		BUSINESS PHONE () -		HOME PHONE () -
	APPLICANT REPRESENTATIVE ADDRESS	CITY	STATE	ZIP	EMAIL
	PROPERTY OWNER NAME (SIGNATURE REQUIRED BELOW)		BUSINESS PHONE () -		HOME PHONE () -
	PROPERTY OWNER ADDRESS	CITY	STATE	ZIP	EMAIL

PROJECT INFO	PROJECT DESCRIPTION <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> OFFICE <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> OTHER					
	REASON FOR LOT LINE ADJUSTMENT OR MERGER					
	APN	PROPERTY OWNER	ADDRESS	PHONE	EXISTING SIZE	RESULTING SIZE
PROPERTY OWNER'S CONSENT – I declare under penalty of perjury that I am the owner of said property or have written authority from property owner to file this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. I understand that any misrepresentation of submitted data may invalidate any approval of this application.			X _____ X _____ X _____ X _____			

DEPT	APPLICATION	RECEIVED BY	DATE	FEE RECEIVED \$	RECEIPT NUMBER
	PUBLIC HEARING	<input type="checkbox"/> REQUIRED <input checked="" type="checkbox"/> EXEMPT	DATE	FEE RECEIVED \$	RECEIPT NUMBER
	ENVIRONMENTAL REVIEW	<input type="checkbox"/> REQUIRED <input checked="" type="checkbox"/> EXEMPT	DATE	FEE RECEIVED \$	RECEIPT NUMBER



LOT LINE ADJUSTMENT/MERGER SUPPLEMENTAL DOCUMENTS

In addition to the application, all new Lot Line Adjustment/Merger submittal packages shall include the Initial Submittal Documents highlighted below in order to be deemed complete. All documents associated with the initial submittal package shall be submitted in a digital format, consistent with the department's [digital submittal guidelines](#).

Initial Submittal Documents

1. Lot Line Adjustment/Merger Exhibit to scale and prepared by a professional authorized to practice Land Surveying. The exhibit shall include the following:
 - North arrow
 - Graphic scale
 - ½" clear borders and 0.08 minimum font size
 - Lot lines distances in feet and bearings of lines
 - Basis of bearing reference
 - Owner name(s) for all property owners
 - Adjoining property information
 - Owner name
 - Assessor Parcel Number
 - Grant Deed document number
 - Assessor parcel numbers
 - Area calculations for existing and proposed parcel sizes
 - Location and identification of all relevant existing buildings, structures, etc. that may be affected by the proposal. Show the approximate dimensions and distances from the property line to the existing buildings.
 - Location of public water and sewer connections, as well as any existing or proposed private well and septic systems.
 - Location and dimensions of all parking areas and driveways from adjacent roads.
 - Location of streams, ditches, drainage facilities and other water courses

 - All existing easements of record shall be plotted on the exhibit with references to the recorded documents
2. Preliminary Title Report(s) dated within the last 3 months. An updated title report(s) may be required just prior to Lot Line Adjustment recordation. Hyperlinks to all easements and or deeds relevant to the lot line adjustment must be available within the title report(s) (Contact the Title Company's customer service office for assistance).
3. Current Assessor Parcel Map depicting each lot to be adjusted.
4. Documentation outlining signing authority for entities such as a trust or limited liability company.
5. When the subject property(ies) is encumbered by a Deed of Trust (bank loan, private loan, etc.), it will be necessary to provide a signed written verification from the beneficiaries or trustees stating that they will accept additional property, or release a portion of the property, or both, as the case may be. This process may be facilitated by a Title Company.

Final Submittal Package

The final submittal package is provided once the proposed adjustment is approved and the proposal is ready for recordation. The applicant will be instructed to submit the following documents once approval is granted. The documents listed below do not need to be submitted with the initial application.

1. Legal Description(s) for Transfer Parcel(s) – Only Required for Lot Line Adjustments

A legal description for each portion of land to be transferred shall be provided. The legal description must be signed and sealed by a registered surveyor/engineer, licensed to perform land surveying in the State of California. The description shall include a square foot area calculation for the final lot configuration and be accompanied by a plat. The plat and the legal description shall be provided as separate exhibits and each exhibit shall be named in a unique alpha numeric sequence. Documents shall be labeled as "Exhibit", followed by the unique identifier.

2. Legal Description(s) for Resultant Parcel(s)

A legal description for every new adjusted parcel shall be provided. The legal description must be signed and sealed by a registered surveyor/engineer, licensed to perform land surveying in the State of California. The description shall include a square foot area calculation for the final lot configuration and be accompanied by a plat. The plat and the legal description shall be provided as separate exhibits and each exhibit shall be named in a unique alpha numeric sequence. Documents shall be labeled as "Exhibit", followed by the unique identifier.

6. Notary acknowledgement for each signatory

7. Property tax receipts or alternate verification providing proof that the property taxes are paid and up to date.

8. All documents to be recorded must meet the County of [Sonoma's Recording Requirements](#).

Once the final documents are reviewed and approved by the City, the City Engineering will sign all coversheets and original legal descriptions, as well as generate and execute an Instrument of Merger (only applies to lot mergers). The lot line adjustment or merger package will be released to the applicant or the applicant's Title Company once the final signatures are obtained. The applicant or the Title Company will be responsible for recording the new legal descriptions and providing a conformed copy to the City.



INDEMNIFICATION AGREEMENT

File No (Internal Use): _____

Project Name and Address: _____

As part of this application, the applicant agrees to defend, indemnify, and hold harmless the City of Santa Rosa, its agents, officers, councilmembers, employees, boards, commissions and Council from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or annul any approval of the application or related decision, or the adoption of any environmental documents or negative declaration which relates to the approval. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision, whether or not there is concurrent, passive or active negligence on the part of the City, its agents, officers, councilmembers, employees, boards, commissions and Council. If for any reason, any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

The City of Santa Rosa shall have the right to appear and defend its interests in any action through its City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or the City's outside counsel if the City chooses to appear and defend itself in the litigation.

I have read and agree to all of the above.

Applicant Name: _____ Applicant Signature _____

Applicant Name: _____ Applicant Signature _____

ACKNOWLEDGMENT THAT COPYRIGHTED REPORTS UNACCEPTABLE

Acknowledgment that Copyrighted Reports Unacceptable

The applicant acknowledges, understands, and agrees that any information submitted to the City by, or on behalf of, the applicant in furtherance of this application submitted by the applicant will be treated by the City as public records which may be reviewed by any person and if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.

I have read and agree to all of the above.

Applicant Name: _____ Applicant Signature _____