



## PLANNING DIVISION

### **Lot Line Adjustment/Merger Submittal Requirements**

A lot line adjustment must conform to local General Plan Zoning Regulations and Building Ordinances of the City of Pinole. Prepayment of real property taxes must be completed prior to approval of the lot line adjustment to facilitate relocation of existing utilities, infrastructure or any easements (if necessary).

Lot line adjustment is to be reflected in a deed, which shall be recorded by the applicant.

1. Completed Development Application Form. Authorization of project is required either by signature of authorization letter for all properties involved in the adjustment.
2. Title reports dated within the last 30 days for all lots involved in the adjustment.
3. Four (4) full-size sets of plans (not reductions of originals) drawn to scale including location of all existing and proposed property lines, all structures (including fencing), all easements of record, and all public or private improvements (i.e., drainage channel, walkways/sidewalk, etc.). Plans should include identification of properties by address and Assessor's Parcel Number.
4. Full legal description of all new parcels (metes and bounds descriptions) signed and stamped by a land surveyor or a registered civil engineer on 8 ½" x 11" paper. This information is required for recordation of the lot line adjustment through Contra Costa County.
5. Closure calculations of the lot areas to be transferred as well as starting and ending lot area calculations for all properties involved in the adjustment.
6. Map showing the current and proposed lot configuration.
7. Reference map and/or deeds
8. Any action by the City of Pinole approving or conditioning the LLA.
9. Prior to start of the applicant's proposed work the applicant will be required to deposit the appropriate amount with the City: **Deposit \$1,000** for lot line adjustments.

Revised 8-22-17