



Community Development Department

11 English Street

Petaluma, CA 94952

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Code Enforcement
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Engineering
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Inspection Services
Phone: (707) 778-4301
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To schedule inspections: (707) 778-4479

Planning
Phone: (707) 778-4301
Fax: (707) 778-4498

Permits
Phone: (707) 778-4301
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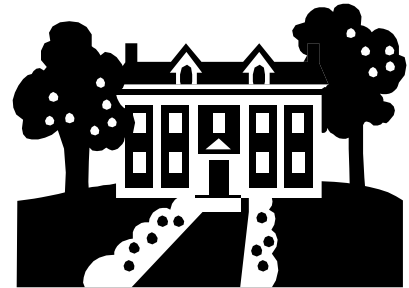
Lot Line Adjustments

August 2003

Instructions for Lot Line Adjustments

The following materials must be a part of or accompany a Lot Line Adjustment application unless waived by the Community Development Director:

1. Three (3) copies of the completed Notice of Lot Line Adjustment form for staff review. Signatures are not required and the form does not need to be notarized until the application has been approved.
2. Three (3) copies of a plat (8 ½" x 11") showing the existing boundaries and proposed boundaries to be recorded with the notice as an exhibit.
3. Three (3) copies of the legal descriptions identifying the metes and bounds of the proposed adjusted properties. All legal descriptions shall be prepared by a land surveyor or civil engineer licensed to practice land surveying.
4. Three (3) copies of a site plan accurately reflecting: the dimensions described in the deed (for metes and bounds descriptions) for the proposed adjustment, the existing and proposed property lines, existing structures, easements, surrounding streets, and major topographical features (gullies, creeks, stands of trees, and general slope).
5. Three (3) copies of the Assessor's Parcel Map.
6. Three (3) copies of a title report prepared within the last six months for each affected lot.
7. A check made payable to the City of Petaluma for the amount of the current application fee.



Upon receipt of an application for a Lot Line Adjustment, the City will review your proposed adjustment to determine completeness of the application and compliance with the City's codes and standards, as well as zoning and subdivision regulations. If the initial application is determined to be incomplete, additional processing time will result. Once a lot line adjustment application is approved, the notice of lot line adjustment(s), grant deed(s), legal description(s) and plans will require technical review, the current technical review fee as well as additional review time. Once the technical review has been completed and approved, the City Engineer and technical review consultant will stamp and sign the original, signed notice of the lot line adjustment. The City will record the documents through the applicant's title company and once this is done, the change in ownership will be part of the public record.

Questions and correspondence regarding the Lot Line Adjustment should be directed to the City of Petaluma Community Development Department at 11 English Street, Petaluma, California 94952; (707) 778-4301.