

LOT LINE ADJUSTMENT SUBMITTAL CHECKLIST

- ___ **Application form** signed by property owner(s).
- ___ **Initial fee deposit** (check or online credit card payment)
- ___ **Electronic Plans sent to ondutyplanner@piedmont.ca.gov**, or 3 Sets of Plans (must be folded, no larger than 24"x 36", and to scale). Unless otherwise determined by staff, plans submitted for LOT LINE ADJUSTMENT EXCEPTION must include:
 - ___ **Plat map** (or a **record of survey** if required under Business and Professions Code Section 8762). Please indicate all property lines and easements, and show the adjacent City right-of-way. Please also indicate the location of all existing structures and hard surface areas that are proposed to remain. Please provide a North arrow.
 - ___ **Plot Plan/Site Plan** (recommended scale is at least 1/8" = 1' or 1" = 20') required for any application that involves one or more existing lots with improvements, to determine compliance with the requirements of the Piedmont Zoning Code. All structures, hardscape surfaces and landscape areas must be shown and called out. Setback dimensions from the proposed property lines to structures shall be provided (setbacks are measured from the property line to the nearest architectural projection including eaves). Please provide a north arrow.
 - ___ **Deed**, provided by the property owner(s).
 - ___ **Graphic Calculations (1 set only)**. Please submit plans which graphically illustrate the required calculations with an itemized list of existing and proposed structures, landscape areas and floor area. Calculations are expressed as percentages and must be recorded on page 3 of this application form. Please request a graphic calculations sample for your reference. Separate graphic calculations are to be submitted, as follows:
 - ___ **Existing and Proposed Lot Coverage/Structures** equals the number of square feet of structures covering the lot divided by the number of square feet in the lot. For a complete definition of structure coverage, please see Piedmont City Code §17.90.020.
 - ___ **Minimum landscape coverage** equals the number of square feet of landscaped area divided by the number of square feet in the lot. For a complete definition of landscape please see Piedmont City Code §17.90.020.
 - ___ **Existing and Proposed Floor Area Ratio (FAR)** equals the number of square feet of floor area divided by the number of square feet in the lot. For a complete definition of floor area ratio, please see Piedmont City Code §17.90.020.

If you believe that any of the above requirements do not pertain to your project, please call the Department of Public Works at 510-420-3050 and make an appointment to meet with a planner.

**LOT LINE ADJUSTMENT EXCEPTION CRITERIA
CHAPTER 19, PIEDMONT SUBDIVISION CODE**

SEC. 19.5 EXCEPTION – LOT LINE ADJUSTMENT.

A lot line adjustment is a shift or rotation of an existing lot line between four or fewer parcels, where the land taken from one parcel is added to an adjoining parcel and where a greater number of parcels than originally existed are not thereby created. (GC §66412(d)) (For owner-initiated merger of parcels, see PMC §19.7).

This chapter does not apply to a lot line adjustment provided:

- A. No additional parcels are created, and the adjustment is limited to four or fewer existing adjoining parcels;
- B. The resulting parcels conform to the Piedmont Zoning Code, Piedmont Municipal Code section Title 15 (Buildings and Construction), and the general plan. A plot plan is required to determine conformance with these requirements;
- C. The resulting parcels do not interfere with existing utilities, infrastructure or easements;
- D. Real property taxes have been prepaid;
- E. The adjustment is approved by the director;
- F. The owner prepares a deed and plat map. However, if a record of survey is required under Business and Professions Code Section 8762, the owner shall prepare a record of survey; and
- G. The city approves a deed description and plat map or record of survey, and the county recorder records these documents.

A complete application for a lot line adjustment will be reviewed for conformance with this section by the city planner, the public works director and the city engineer. The public works director shall approve or disapprove the application within the time period allowed under the Permit Streamlining Act (GC §65920 and following).