

This handout outlines the requirements for the preparation of a lot line adjustment map, as well as the procedure for submitting these maps and obtaining approval for proposed lot line adjustments.

### **What Is A Lot Line Adjustment Map?**

A lot line adjustment map authorizes an adjustment to the common lot line(s) of between four or fewer existing adjoining parcels where the land taken from one parcel is added to an adjoining parcel and where a greater number of parcels than originally existed is not created. The requirements for a lot line adjustment map are included in Section 30-82 of the Alameda Municipal Code, and the State Subdivision Map Act Section 66412(d).

### **What Are the Requirements for Approval of a Lot Line Adjustment Map?**

A lot line adjustment map may be approved provided:

- a. There are between four or fewer adjoining parcels.
- b. The newly created parcel(s) conform to the City’s General Plan and any applicable zoning and building ordinances.
- c. No street improvements infrastructure or other improvements, as defined by the most current version of the Subdivision Map Act, are required.
- d. The proposed lot adjustment meets with the approval of both the City Engineer and the City Planning Director of the City of Alameda. If there is a gain or loss of property to the City, the proposed lot line adjustment is also accepted by the City Council.

### **What Is the Procedure for Submitting a Lot Line Adjustment Map for Approval?**

Prior to submitting a formal application to the City, it is recommended that applicants contact the Public Works Department via email at [PWpermits@alamedaca.gov](mailto:PWpermits@alamedaca.gov). Additional pre-submittal discussions can be arranged, if needed, via email, phone, videoconference or in person.

Submit to [PWpermits@alamedaca.gov](mailto:PWpermits@alamedaca.gov) the following:

1. Lot Line Adjustment Application Form.
2. Proposed lot line adjustment map (See Sample A and B and checklist below)
3. Closure calculations
4. Proposed certificate of compliance (see Appendix A example), final will need notary.
5. Deed descriptions of the parcels prior to adjustment (see Appendix B example)
6. Proposed deed descriptions of the parcels after adjustment
7. Deeds of existing parcels to be adjusted, and adjacent parcels.

8. Title Report, no more than six months old
9. Lot line adjustments for parcels located within the 1915 Streets and Highways Code Assessment Districts - Alameda Marina Village, Harbor Bay Business Park, and Wind River - will be required to submit an assessor's apportionment form and an additional non-reimbursable fee. Contact Public Works for the form and fee amount.

### **What Is the Procedure for Reviewing a Lot Line Adjustment Map for Approval?**

- a. Once the application is received, Public Works will send a record number and instructions on payment of a \$3,000 deposit fee by credit card or check. Any remaining balance of funds will be refunded to applicant after a recorded copy of the document is provided to the Permit Center. It is the applicant's responsibility to return certificates of compliance to the Public Works Department (see certification form) and to request a refund of the remaining balance, if any.
- b. The copies of the draft lot adjustment map and certificates of compliance will then be routed to various city departments for review and approval.
- c. Once approval is obtained, original drawings and certificates of compliance shall be submitted for signature by the City Engineer and City Planning Director. If the lot line adjustment results in a gain or loss of City property, acceptance by the City Council will be obtained. The owner(s) signature(s) shall be notarized.
- d. Once these documents are signed the City will release them to a representative from a title company for recording. The applicant shall prearrange for this service.
- e. Any deeds necessary to affect the proposed property transfer shall be prepared by a title company or lawyer and recorded simultaneously with the Lot Line Adjustment documents with the Alameda County Recorder.

The lot line adjustment does not by itself transfer title, adjust liens of mortgages and deeds of trust, or adjust assessments for the properties affected by the lot line adjustment. The lot line adjustment must be reflected in a deed if it affects parcels in different ownership or parcels under the same ownership but encumbered by separate security interests.

If the applicant wishes the new property line to be monumented with new corner markers, a separate Record of Survey Map must be processed with Alameda County, referencing the recorded Certificate(s) of Compliance.

### **What is required on a Lot Line Adjustment Map?**

The City of Alameda requires the quality of lot line adjustment maps to be greater than or equal to that of the attached sample. Lot adjustment maps must be prepared and stamped by a land surveyor or professional engineer licensed to do this work in the State of California. The lot adjustment map shall be drawn by a process guaranteeing a permanent record and shall meet the following requirements: (Use accompanying boxes as a checklist)

## **SHEET LAYOUT AND CONTENTS (see attached samples)**

- 1. Sheet size 11"x17" or 8 ½" x 11", with a 1" blank margin on all sides.
- 2. Map drawn on acceptable bond paper or polyester base film.
- 3. Title block per examples below.
- 4. Drawn to a scale of 1" equals no more than 40 feet.
- 5. Names and addresses of present owners of record, recording data, and assessor's parcel numbers for each existing lot within the proposed lot line adjustment, and for neighboring lots, drawn in the lot, immediately adjacent to the lot, or in a table.
- 6. Vicinity Map
- 7. Legend and Abbreviations
- 8. North arrow pointing to the top or right, and bar scale.
- 9. Solid bold line for proposed lot boundaries, with interior lines labeled "NEW LOT LINE"
- 10. Dashed or fine line for the existing lot line to be adjusted/removed and labeled "OLD LOT LINE TO BE REMOVED"
- 11. Existing structure(s) shown including offset dimensions from lot lines.
- 12. Bearings and distances, curve data for all lot lines, existing and proposed, on the lines or in a table.
- 13. Area summary table, showing lot numbers, area before, and area after.
- 14. Existing easements with dimensions, record data, whom to/from, and purpose.
- 15. Proposed easements, including lines and information.
- 16. Important historical survey lines such as the Bulkhead Line.
- 17. Street names.

SAMPLE 'A' LOT LINE ADJUSTMENT (an adjustment to common line lots 9&10)

NOTE:  
 1) SHOW BUILDING TO PROPERTY LINE DIMENSIONS.  
 2) SCALE 1"=20' or 1"=30' or as legible

NOTE:  
 3) PROVIDE NORTH ARROW - ORIENT TO TOP OR RIGHT  
 4) VICINITY MAP TO HAVE SUFFICIENT NEIGHBORING STREETS

ACTUAL SHEET SIZE TO BE 11-INCHES BY 17-INCHES

1-INCH BORDER ALL AROUND

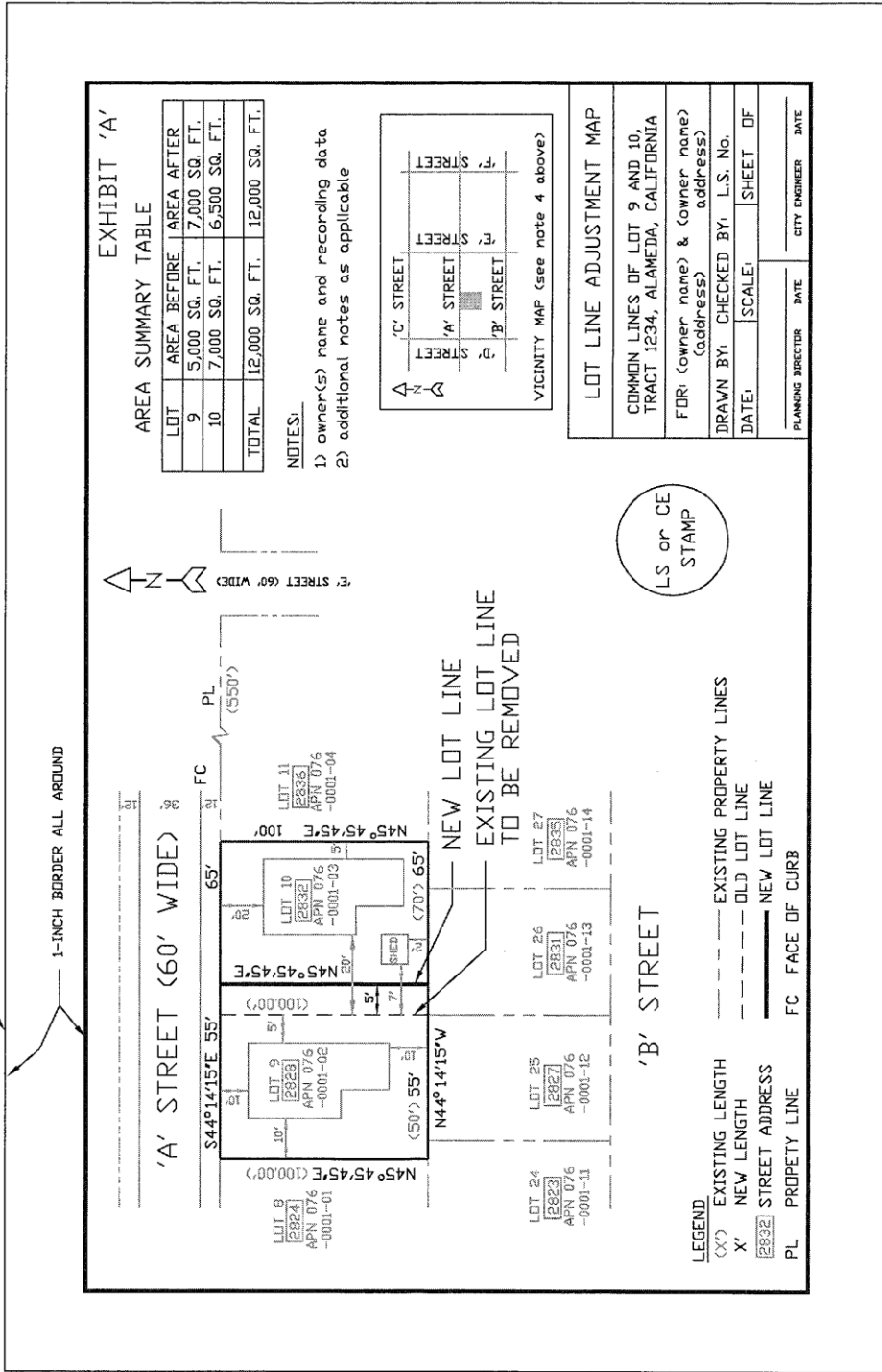
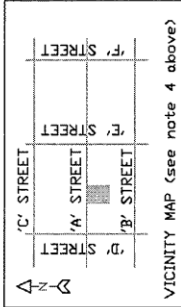


EXHIBIT 'A'

AREA SUMMARY TABLE

LOT	AREA BEFORE	AREA AFTER
9	5,000 SQ. FT.	7,000 SQ. FT.
10	7,000 SQ. FT.	6,500 SQ. FT.
TOTAL	12,000 SQ. FT.	12,000 SQ. FT.

NOTES:  
 1) owner(s) name and recording data  
 2) additional notes as applicable



LOT LINE ADJUSTMENT MAP

COMMON LINES OF LOT 9 AND 10,  
 TRACT 1234, ALAMEDA, CALIFORNIA

FDR: (owner name) & (owner name)  
 (address)

DRAWN BY: \_\_\_\_\_ CHECKED BY: L.S. No.  
 (address)

DATE: \_\_\_\_\_ SCALE: \_\_\_\_\_ SHEET OF \_\_\_\_\_

PLANNING DIRECTOR DATE CITY ENGINEER DATE

LS or CE  
 STAMP

LEGEND

(X') EXISTING LENGTH  
 X' NEW LENGTH  
 [2832] STREET ADDRESS  
 PL PROPERTY LINE FC FACE OF CURB

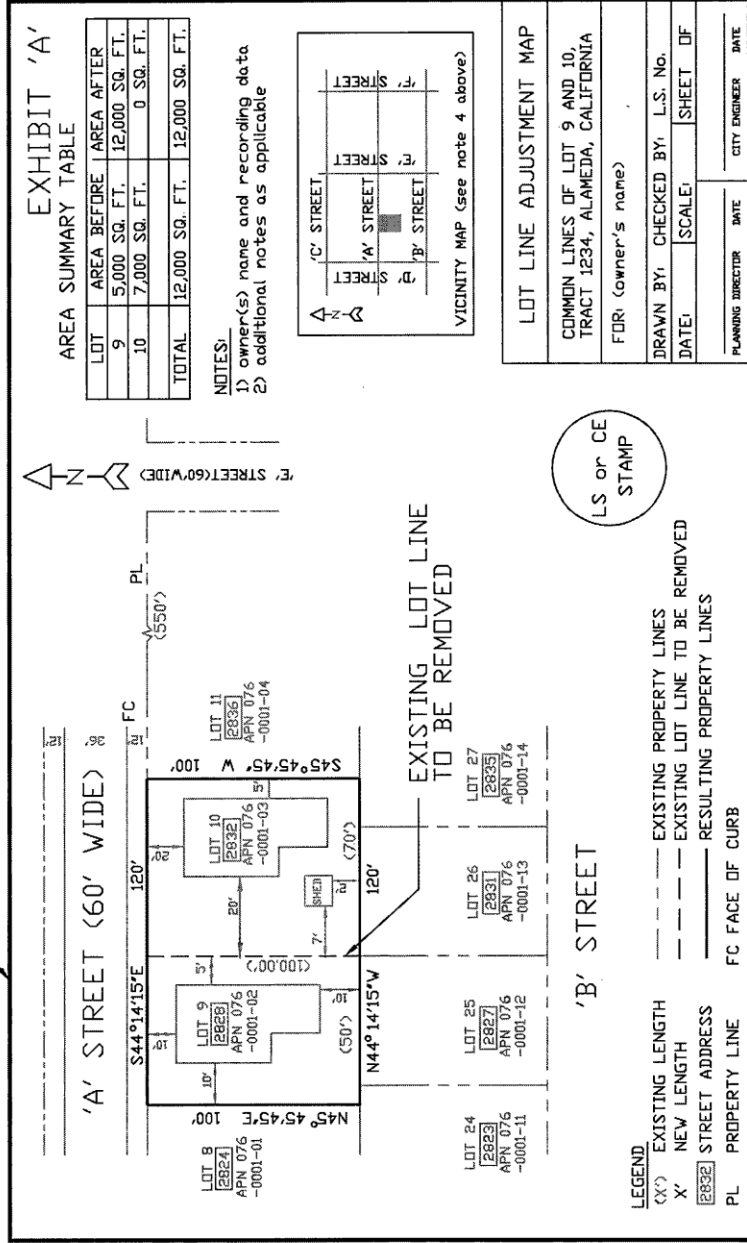
--- EXISTING PROPERTY LINES  
 - - - OLD LOT LINE  
 - - - NEW LOT LINE

# SAMPLE 'B' LOT LINE ADJUSTMENT (merger of 2 lots to 1 lot)

- NOTE: 1) SHOW BUILDING TO PROPERTY LINE DIMENSIONS. 2) SCALE 1"=20' or 1"=30' or as legible
- NOTE: 3) PROVIDE NORTH ARROW - ORIENT TO TOP OR RIGHT 4) VICINITY MAP TO HAVE SUFFICIENT NEIGHBORING STREETS

ACTUAL SHEET SIZE TO BE 11 INCHES BY 17 INCHES

1- INCH BORDER ALL AROUND



# APPENDIX A

## CITY OF ALAMEDA

When recorded, return to:  
City of Alameda  
Public Works Department  
Alameda Point, Building 1  
950 West Mall Square, Room 110  
Alameda, CA 94501-7558  
Attn: City Engineer  
Recorded for the benefit of the City of Alameda  
Pursuant to Government Code Section 6603

### CERTIFICATE OF COMPLIANCE

Pursuant to Section 66499.35 of the California Government Code, the City of Alameda hereby records this Certificate of Compliance, having authorized the lot adjustments on (date by City staff), 202 to the common lines of Parcels ( # ) and ( # ) as shown on Parcel Map No. ( # ) , filed for record on (month date), (year) in Book No. ( # ) of Maps at Page Number ( # ) on the office of the Alameda County Recorder. Said adjustment shown on Adjustment Map consisting of one (1) sheet attached as Exhibit “A”, and the old and new deed descriptions consisting of # ( # ) sheet(s) attached as Exhibit(s) “B” and “C” incorporated herein by this reference, said lot line adjustment complied with the applicable provisions of Division 2 (commencing with Section 66410 of Title 7 of the California Government Code, and Chapter XXX, Article VI of the Alameda Municipal Code):

**NOTICE:** This certificate relates only to issues of compliance or noncompliance with the Subdivision Map Act and local ordinances enacted pursuant thereto. The parcel described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or local ordinance enacted pursuant thereto. Development of the parcel may require issuance of a permit or permits, or other grant or grants of approval.

Owner: \_\_\_\_\_  
(signature) (printed name) Date

Owner: \_\_\_\_\_  
(signature) (printed name) Date

Approved: \_\_\_\_\_  
Planning Director Date

Approved: \_\_\_\_\_  
City Engineer Date

**APPENDIX B  
EXAMPLE DEEDS**

*(Required for each parcel, before and after adjustment)*

LEGAL DESCRIPTION BEFORE (AFTER) LOT LINE ADJUSTMENT

PARCEL #

ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE CITY OF ALAMEDA, COUNTY OF ALAMEDA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

A PORTION OF or  
BEING LOT(S) ...

BEGINNING ... (legal meets and bound description) ... TO THE POINT OF BEGINNING.

THE ABOVE LEGAL DESCRIPTION IS SHOWN ON THE ATTACHED LOT LINE ADJUSTMENT MAP AND BY REFERENCE MADE A PART HEREOF.

CONTAINING \_\_\_\_\_ SQUARE FEET (\_\_\_\_\_ ACRES).