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.

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 parcels.
b. The parcels are adjoining.
c. The newly created parcel(s) conform to the City’s General Plan and any applicable zoning and building ordinances.
d. No street improvements infrastructure or other improvements, as defined by the most current version of the Subdivision Map Act, are required.
e. The proposed lot adjustment meets with the approval of both the City Engineer and the City Planning Director of the City of Alameda.

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 consult with the Public Works Department Engineering Division and the Planning Division to discuss their proposal.

The procedure for submitting a lot line adjustment map is as follows:

a. Submit to the Permit Center four copies each of the following:
   1. Planning Permit Application Form (available online)
   2. Proposed lot line adjustment map (Sample A and B)
   3. Proposed certificate of compliance (Appendix A)
   4. Deed descriptions of the parcels prior to adjustment (Appendix B)
   5. Proposed deed descriptions of the parcels after adjustment (Appendix C)
   6. Title Report no older than six months
   7. Application for Assessment Apportionment (applies to specific parcels located within the Alameda Marina Village, Harbor Bay Business Park and Wind River Assessment Districts.)

b. Payment of a $2,000 DEPOSIT FEE (payable to the City of Alameda). 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
provide a recorded copy and to request a refund of the remaining balance.

c. Payment of a **$940.00** NON-REIMBURSEABLE FEE (payable to the City of
Alameda) for parcels located within the following 1915 Streets and Highways Code
Assessment Districts - Alameda Marina Village, Harbor Bay Business Park, and
Wind River.

d. The copies of the lot adjustment map and certificate of compliance will then be
routed to various city departments for review and approval.

e. Once approval is obtained, original drawings and certificate of compliance shall be
submitted for signature by the City Engineer and City Planning Director. The
owner(s) signature(s) shall be notarized.

f. 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.

g. 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.

**What Are the Requirements for Preparation of 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 professional
engineer or a licensed land surveyor.

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".
- 3. A marginal line drawn completely around the sheet leaving an entirely blank margin of
   one inch.
4. Drawn to a scale of 1" equals no more than 30 feet.

5. Names and addresses of present owners of record and recording data.

6. Title Block in lower right corner indicating:
   a. “LOT LINE ADJUSTMENT MAP” heading.
   b. Description “COMMON LINES OF (address) AND (address).
   c. FOR (name)
   d. DRAWN BY: (name)
   e. DATE:
   f. SCALE:
   g. SHEET __ OF __:
   h. CITY PLANNING DIRECTOR & DATE signature line.
   i. CITY ENGINEER & DATE signature line.

7. Vicinity Map

8. Legend and Abbreviations

9. North arrow oriented to point towards top of or to right of page.

10. Lot Line Designations as follow:
   a. Distinctive boundary line consisting of a solid bold line around proposed lot line adjustment property(s);
   b. Intermittent dash (----) for the existing lot line to be adjusted and labeled “EXISTING LOT LINE TO BE REMOVED”;

11. Solid bold line for proposed adjusted lot line and labeled “NEW LOT LINE”.

12. Existing structure(s) shown including offset dimensions from lot lines.

13. Address and assessor’s parcel numbers show within or immediately adjacent for each lot.

14. Bearings and distances, curve data for all lot lines.

15. Existing easements.

17. Political sub-division lines and important survey lines shown.

18. Street name(s).

19. Area summary table.

**SUPPLEMENTALS**

20. Title report(s) of properties to be adjusted.

21. Deeds of existing and adjacent property(s).

22. Certificate of Compliance (See appendix for examples) with owner’s signature and notary sheet

23. Deed descriptions of lots before adjustment (see appendix for example).

24. Deed descriptions of lots after adjustment (see appendix for example).

25. Closure calculation printout.

26. Application for Assessment Apportionment:  Applicable □ Not Applicable □
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
3) PROVIDE NORTH ARROW - ORIENT TO TOP OR RIGHT
4) VICINITY MAP TO HAVE SUFFICIENT NEIGHBORING STREETS

**EXHIBIT 'A'**

**AREA SUMMARY TABLE**

<table>
<thead>
<tr>
<th>LOT</th>
<th>AREA BEFORE</th>
<th>AREA AFTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>7,000 SQ. FT.</td>
<td>7,000 SQ. FT.</td>
</tr>
<tr>
<td>10</td>
<td>6,500 SQ. FT.</td>
<td>6,500 SQ. FT.</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>13,500 SQ. FT.</strong></td>
<td><strong>13,500 SQ. FT.</strong></td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>FDR (owner name)</th>
<th>(owner name)</th>
<th>address</th>
<th>address</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAWN BY:</td>
<td>CHECKED BY:</td>
<td>L.S. No.</td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td>SCALE:</td>
<td>SHEET OF</td>
<td></td>
</tr>
</tbody>
</table>

**PLANNING DIRECTOR DATE | CITY ENGINEER DATE**

PV FILE: SUBDIVISION FORMLA & DEVELOT ADJUSTMENT MAP SAMPLE AS IS 5/6/93
SAMPLE 'B' LOT LINE ADJUSTMENT (merger of 2 lots to 1 lot)

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

ACTUAL SHEET SIZE TO BE 11 INCHES BY 17 INCHES

1" INCH BORDER ALL AROUND

EXHIBIT 'A'

AREA SUMMARY TABLE

<table>
<thead>
<tr>
<th>LOT</th>
<th>AREA BEFORE</th>
<th>AREA AFTER</th>
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<tbody>
<tr>
<td>9</td>
<td>5,000 SQ. FT.</td>
<td>10,000 SQ. FT.</td>
</tr>
<tr>
<td>10</td>
<td>7,000 SQ. FT.</td>
<td>0 SQ. FT.</td>
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</tbody>
</table>

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 1224, ALAMEDA, CALIFORNIA

FDR (owner's name)

DRAWN BY: CHECKED BY: L.S. No.

DATE: SCALE: SHEET OF

PLANNING DIRECTOR DATE: CITY ENGINEER DATE

PV FILE: DV3/42060547/02/00118/LOT ADJUSTMENT MAP SAMPLE 0089 3/06/10
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), 200_ 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: ________________________________ Date _____________
City Planning Director

Approved: ________________________________ Date _____________
City Engineer
EXAMPLE DEED APPENDIX B

(example required for each parcel)

LEGAL DESCRIPTION BEFORE LOT LINE ADJUSTMENT

PARCEL #

ALL THAT CERTAIN REAL PROPERTY SITUATE 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).
EXAMPLE DEED  APPENDIX C

(example required for each parcel)

LEGAL DESCRIPTION AFTER LOT LINE ADJUSTMENT
ADJUSTED PARCEL #

ALL THAT CERTAIN REAL PROPERTY SITUATE 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).
CITY OF ALAMEDA
APPLICATION FOR ASSESSMENT APPORTIONMENT

Please complete the application in full. Refer to the attached instructions for assistance.

Return completed form to:   City of Alameda
Finance Department
2263 Santa Clara Room 220
Alameda, CA  94501

<table>
<thead>
<tr>
<th>Owner/Engineer</th>
<th>Phone Number</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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Assessment District Name

Project Description

Call the NBS Government Finance Group at (800) 676-7516 for District and/or Project Information

<table>
<thead>
<tr>
<th>Original APN(s)</th>
<th>Legal Description</th>
<th>Original Assessment Amount(s)</th>
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</thead>
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</table>

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<tr>
<th>Purpose (Please check one):</th>
<th>Fee Schedule</th>
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</thead>
</table>
| Subdivision Map No.:        | Tract Map Apportionment (5 or more parcels) per Chapter 2, Section 66426 of the Subdivision Map Act:
| Parcel Map No.:             | $1,800 per subdivision/tract map plus $25 per parcel, plus $40 County Recording Fee. |
| X Lot Line Adjustment No.:  | Parcel Map Apportionment (4 or less parcels) per Chapter 2, Section 66426 of the Subdivision Map Act:
| Parcel Map Waiver No.:      | A flat fee of $900, plus $40 County Recording Fee. Lot Line Adjustments will also require an apportionment and similar fee. |

Number of new parcels:

The undersigned, being the owner or interested party in property as set forth below, hereby requests the City of Alameda to apportion the amount remaining unpaid on the above assessment(s) in accordance with the provisions of Part 10.5 of the “Improvement Bond Act of 1915”, and said assessment is to be apportioned to each separate part of the original lot or parcel of land, the apportionate part of the amount remaining unpaid on the assessment that would have been levied thereon had the lot or parcel been so divided at the time of the original confirmation of assessment.

Applicant’s Signature

Date

12/19/2017
IMPORTANT: A COPY OF THE FINAL MAP (18” x 26” BLU LINE & 8½” x 11” REDUCTION) OR LOT ADJUSTMENT MAP (11”X17” BLU LINE & 8½” x 11” REDUCTION) MUST BE PROVIDED TO BE USED AS THE BASIS FOR THE AMENDED ASSESSMENT DIAGRAM.

INSTRUCTIONS

APPLICATION FOR ASSESSMENT APPORTIONMENT

(Print or type in ALL information on the application.)

1) Enter the Owner/Engineer Name, Address and Phone Number.

2) Enter the Assessment District Name and Project Description. If you need this information, please call NBS Government Finance Group at (800) 676-7516.

3) Enter the Assessor Parcel Number (APN), Legal Description and Original Assessment Amount for each parcel included in the apportionment.

4) Indicate the Assessment District Map Number in the original assessment amount column.

5) Sign and Date the Application.

6) Return the completed application with the other lot adjustment submittals to the Building Division. (Do not send to person listed on top of application page.) The Building Division will forward to the address at the top of the application.

7) Copy of the old Assessor's Maps (if available).