



CUPERTINO

PUBLIC WORKS DEPARTMENT

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

TELEPHONE: (408)777-3354 • FAX: (408)777-3333

LOT LINE ADJUSTMENT APPLICATION

It is the mutual desire of the undersigned, consistent with Section 18.08.040(C) and 18.12.010(E) of the Cupertino Municipal Code and Section 66412 of the Subdivision Map Act to adjust the boundary between our properties as shown on the attached exhibits.

PARCEL A

APN: _____

OWNER INFORMATION:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ Date: _____

PARCEL B

APN: _____

OWNER INFORMATION:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ Date: _____

OWNER'S REPRESENTATIVE INFORMATION:

Name: _____

Phone: _____

Address: _____

Email: _____

CITY USE ONLY:

<p>Approved: _____ Planning Department _____ Date</p>	<p>Fee: \$ _____ Date: _____</p>
<p>Approved: _____ Public Works Department _____ Date</p>	<p>Receipt No. _____ Lot Line Adjustment No. _____</p>

SEE REVERSE FOR APPLICATION INSTRUCTIONS

APPLICATION INSTRUCTIONS

1. Prior to applying for a lot line adjustment with Public Works, the owners must check with Planning first to determine the proposed lot line adjustment is feasible.
2. Once approval from Planning is obtained, submit the following to Public Works:
 - A. Completed application form with Planning approval signature
 - B. Lot line adjustment fee (see current fee schedule)
 - C. Grant Deed and current preliminary Title Report for each parcel
 - D. Plat – An 8-1/2 x 11 plot plan is required showing all parcels. Dimensions of the original boundaries must be shown. Label all existing and proposed property lines, all existing structures and their distance from the property line, the square footage of all the floors of all existing structures to remain, including house, garage, shed, etc. The plat shall be labeled as “Exhibit A”.
 - E. Legal Descriptions for “Before” and “After” Condition – A legal description is required for each parcel before and after the line is adjusted. The legal description of the “before” condition shall be labeled as “Exhibit B”. The legal description of the “after” condition shall be labeled as “Exhibit C”.
 - F. Legal Description for the New Grant Deeds – A legal description is required for the new grant deed to be recorded that will effectuate the adjusted lot lines for each parcel. This should be the same legal description as “Exhibit C” but renamed as “Exhibit A”.
 - G. Closure calculations for all lots.

Note: Items D through G shall be prepared, reviewed, and approved by a licensed Land Surveyor or registered Civil Engineer including signature, stamp, and expiration date.
3. Once Public Works reviews and approves the above documents, staff will prepare the following for the owner or title company to record. Provide a copy of each recorded document to the City for our records.
 - A. Lot Line Adjustment between Parcel A and Parcel B
 - B. New Grant Deed for Parcel A
 - C. New Grant Deed for Parcel B
4. Additional escrow instructions:
 - A. All lienholders must sign the grant deed.
 - B. New Grant Deeds must be recorded for each parcel. If new grant deeds are not recorded within 12 months, the lot line adjustment will be null and void.
 - C. Building Permits – A building permit cannot be issued until grant deeds are recorded for each parcel.
 - D. Record of Survey – A record of survey must be performed if required by Section 8762 of the Business and Profession Code.