



LOT LINE ADJUSTMENT / MERGER APPLICATION CHECKLIST

Deposit: [See Fee Schedule.](#)

(The final fee is dependent on each project application. Please read and sign the Cost Recovery Form.)

Submission Checklist (Include this checklist with all required materials and submit online at the [City of Petaluma Permits & Planning Application Hub.](#))

- [General Application Form](#)
- All applicable fees to be paid:**
 - Read and sign the [Cost Recovery Form](#)
 - Deposit for Lot Line Adjustment/Merger
- Requirements for all submissions (Submit one digital copy of each in PDF format):**
 - Completed [Notice of Lot Line Adjustment](#) or [Notice of Lot Merger](#) form for staff review. Signatures are not required and the form does not need to be notarized until the application has been approved.
 - Plat showing the existing boundaries and proposed boundaries to be recorded with the notice as an exhibit.
 - 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.
 - 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).
 - Assessor's Parcel Map.
 - Title report prepared within the last six months for each affected lot.

Process

Upon receipt of an application for a Lot Line Adjustment or Merger, City staff will review the application within 30 days to determine its completeness 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 or merger is approved, the notice of adjustment or merger and legal description(s) will require **technical review**, the current technical review fee, as well as additional review time. More details are available from the Department of Public Works and Utilities.

Once the technical review has been completed and approved, the City Engineer and technical review consultant will stamp and sign the original notice of adjustment or merger. The City will record the form through the applicant's title company. Once this is completed, the change in ownership will be part of public record and cannot be revoked.

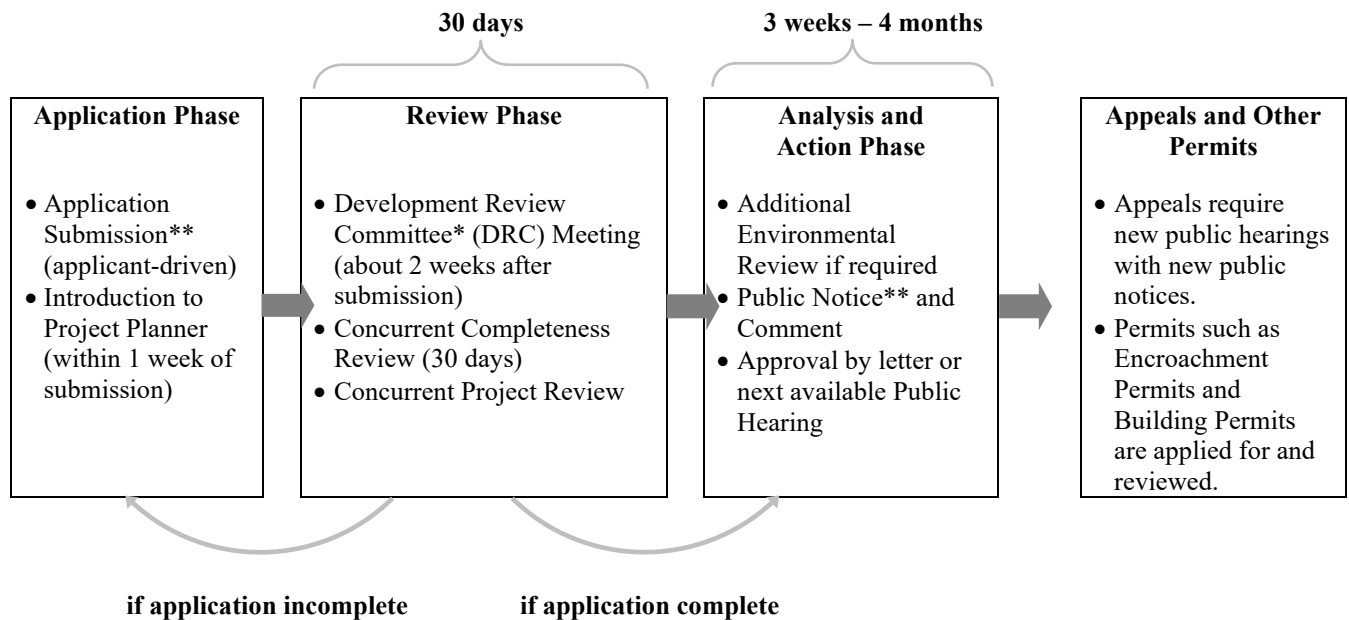
City of Petaluma Planning Division

11 English Street, Petaluma, CA 94952
Hours: Please visit our website for current hours
Monday through Thursday. Closed Friday

T: (707) 778-4470

For faster responses, please e-mail us at:
petalumaplanning@cityofpetaluma.org
<https://cityofpetaluma.org/departments/planning/>

Application and Processing Timeline for Lot Line Adjustment and Lot Mergers



* The Development Review Committee (DRC) is made up of representatives from various City departments, who will review your project and identify any issues (but is not the decision-making body for project approval). You will be invited to an internal DRC meeting approximately 2 weeks after project submission, to ask or answer any questions. The DRC meeting is not a public hearing.

** The applicant is responsible for all costs associated with public noticing and processing the application.

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