



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 your submission)

- [General Application Form](#) (available from the City's Planning Division counter or website)
- All applicable fees to be paid:**
 - Read and sign the Cost Recovery Form
 - Deposit for Lot Line Adjustment/Merger
- Requirements for all submissions:**
 - Three (3) copies of the 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.
 - Three (3) copies of a plat (8 ½" x 11") showing the existing boundaries and proposed boundaries to be recorded with the notice as an exhibit.
 - Three (3) copies of the 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.
 - Three (3) copies of a 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).
 - Three (3) copies of the Assessor's Parcel Map.
 - Three (3) copies of a title report prepared within the last six months for each affected lot.
 - A check made payable to the City of Petaluma for the amount of the current application fee.

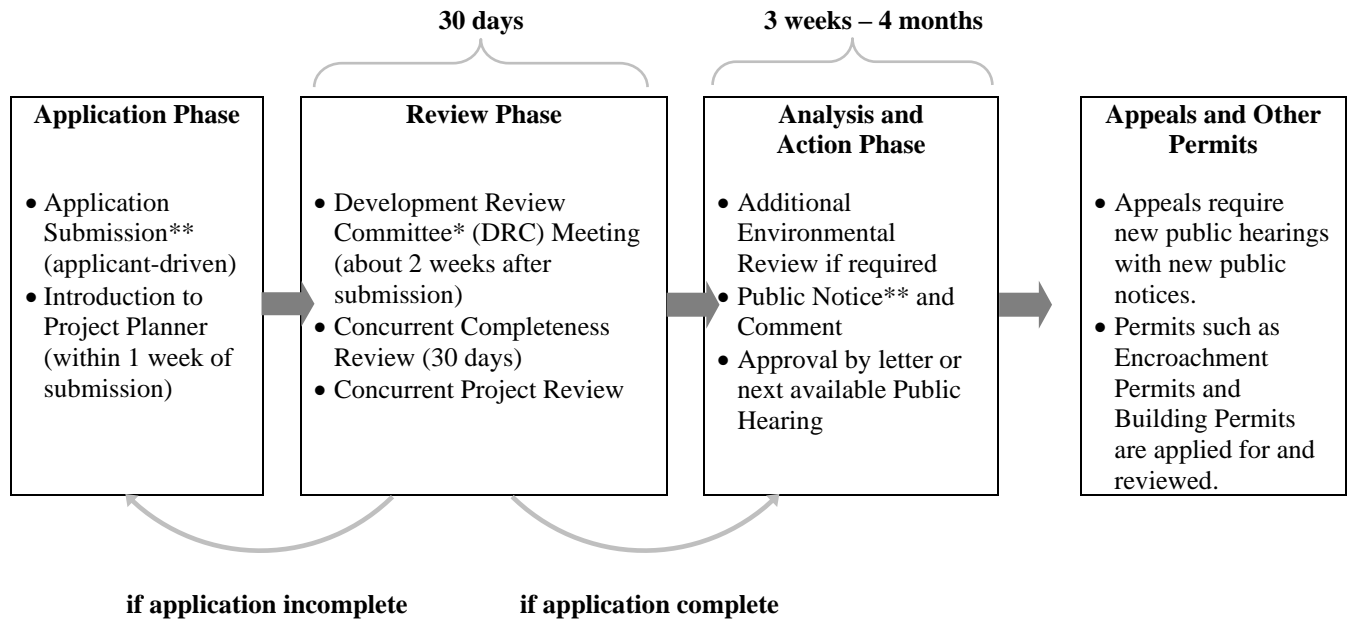
Process

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.

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.