



CITY OF DUBLIN

Community Development Department

Lot Line Adjustment (LLA) PLANNING APPLICATION SUBMITTAL REQUIREMENTS

All applicants should consult with a City Planner to determine which of these submittal requirements will be applicable for the specific project you are submitting, as some of the requirements may not be necessary.

- ☐ **Planning Application Form** including the address and signatures of Applicant(s) and Property Owner(s).
- ☐ **Environmental Information Form** (Initial Study) including signatures of Applicant(s) and Property Owner(s).
- ☐ **Processing Fee Agreement Form**
- ☐ **Consent Form for Architectural Drawings** for any applications that include the submittal of architectural drawings by a design professional or the owner of the copyright.
- ☐ **Title Report** to document ownership, prepared within three months of application submittal. A title report shall be provided for each lot involved in the lot line adjustment, showing the legal owners at the time of submittal of the lot line adjustment application and showing any deeds of trust.
- ☐ **Plat Map "Exhibit A"** drawn to 1" = 40' scale, fully dimensioned, prepared by a registered civil engineer or licensed land surveyor. Plans should not be larger than 30" x 42". All lettering must be 1/8" minimum in height. The plat map must contain:
 1. The exterior boundaries of the existing parcel(s), labeled with the address and assessor's parcel number on each parcel. Number each parcel ("Parcel 1", "Parcel 2", "Transfer Parcel", etc.) to correspond with the parcel information on the application form.
 2. The existing lot line which is proposed to be changed, shown as a dashed line and labeled as "existing lot line".
 3. The new lot line, shown as a solid line, and labeled as "new lot line".
 4. The resulting lot areas labeled.
 5. Location of any easements or rights-of way on the parcel(s).
 6. The name, registration number, seal, and signature of the engineer or surveyor who prepared the plat map.
- ☐ **Legal Description "Exhibit B"**
 1. Closure calculations for each new lot and area to be transferred.
 2. The name, registration number, seal, and signature of the engineer or surveyor who prepared the legal description.
 3. Legal description of area to be exchanged.
- ☐ **Site Plan** For properties that are currently developed with structures or for which a proposal for development is proposed, a separate site plan identifying the following shall be provided:
 1. Location of all buildings and structures.
 2. Location utility service lines.
 3. Location of parking lots and driveways.
 4. Existing and proposed lot lines.
 5. Location of adjacent streets.
 6. Setback distance from buildings and structures to proposed lot lines.
- ☐ **Aerial Photo** legibly showing a direct overhead view of the proposed lots and 100 feet beyond its boundary showing sufficient data to indicate clearly the location of existing lots. The aerial photo shall not be more than one year old.
- ☐ **Special Information** or information in such form and number as may be required by the Planning Division.

For assistance or questions regarding submittal requirements, please contact: Planning Division Staff at (925) 833-6610 or planningpermits@dublin.ca.gov.