



## Lot Line Adjustment Checklist

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**NOTE: A FINAL MAP OR CERTIFICATE OF COMPLIANCE IS REQUIRED AFTER LOT LINE ADJUSTMENT APPROVAL**

*If the average slope of the parcels is 20% or greater, a Precise Plan application may be required and will be processed concurrently with the Lot Line Adjustment application for consistency with the California Environmental Quality Act.*

Pre-Application Review: Prior to a formal map submittal, a pre-application meeting with a staff planner is encouraged to review the application requirements in relation to City development policies, General Plan and zoning requirements along with any potential issues.

Application Intake Meeting: All applications **require** a submittal meeting with a staff planner to be sure each of the below-stated submittal requirements has been completed. A complete application will expedite the initial planning & engineering review process.

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### APPLICATION CHECKLIST:

- Completed Application Form & Fees: Property owner must complete and sign form. Fees must be paid upon submittal. Contact the City of Atascadero at (805) 461-5000 for a current fee.
- Full Chain of Title: (obtained for a title company or through obtaining County Records.)
- Digital PDF copy of proposed LLA
- Complete Plan Set: Initial submittal: Three (3) full sized (ARCH D 24"x36" or ARCH C 18" x 24") copies of all plans to be provided along with a ledger (11"x17") size reduction set. Each full-sized plan set to be stapled and folded to 9" x 12" size. Each sheet shall contain the name and address of the project, scale, preparation and/or revision, date, applicant name or firm name preparing the plans. Plan sets shall include the following:
  - The map number; name if any; date of preparation; north point; scale (not less than 1" = 20'); and if based on a survey, the date and official record of the survey;
  - Name and addresses of the person or entity which prepared the map and the applicable registration or license number and expiration date thereof;
  - Names and addresses of the subdivider and all parties having a record title interest in the property being subdivided;
  - The boundaries of the subdivision, defined by legal description, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivisions, if any;
  - Topographic information with a reference to the source of the information. Contour lines shall have the following intervals:
    - Five-foot contour interval for undeveloped areas and two-foot intervals for building sites within the Urban Services Line;
    - Ten-foot contour interval for undeveloped areas and two-foot intervals for building sites and paved or graded areas outside the Urban Services Line. Contours of adjacent land shall also be shown whenever the surface features of such land affect the design or development of the proposed subdivision;
  - The location and outline, to scale, of all structures and all structures outside the subdivision and within ten feet of the boundary lines/ the distances between structures to be retained, existing or proposed street and lot lines; notations concerning all structures which are to be removed;
  - The locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes shown by dashed lines, within and adjacent to the subdivision (including proposed building setback lines, if known); all existing and proposed utilities including size of water lines and size and grade of sewer lines, locations of manholes, fire hydrants, street trees and street lights;
  - The location, width and directions of flow of all water courses and flood-control areas within and adjacent to the property involved; the proposed method of providing stormwater drainage and erosion control;
  - The location of all potentially dangerous areas, including areas subject to inundation, landslide, or settlement, or excessive noise, and the means of mitigating the hazards;

- The locations, widths and names or designations of all existing or proposed streets, alleys, paths and other rights-of-way, whether public or private; private easements within and adjacent to the subdivision; the radius of each centerline curve; a cross section of each street; any planned line for street widening or for any other public project in and adjacent to the subdivision; private streets shall be clearly indicated;
- The lines and approximate dimensions of all lots; the number assigned to each lot; the total number of lots; the approximate areas of the lots; lots shall be numbered consecutively;
- The boundaries, acreage and use of existing and proposed public areas in and adjacent to the subdivision. If land is to be offered for dedication for park or recreation purposes or for purpose of providing public access to any public waterway, river or stream, it shall be so designated;
- The location of all railroad rights –of-way and grade crossings;
- The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property;
- Any exception being requested in accordance with the requirements of Atascadero Municipal Code Title 11, Chapter 9 (Subdivision Exceptions) shall be clearly labeled and identified as to nature and purpose;
- The location of proposed building sites and septic system leach fields shall be shown for any existing and/or proposed lots having an average cross slope of 20% or greater;
- An authorization consenting to the proposed adjustment signed by all parties having a fee title interest in the property to be subdivided;
- A vicinity map of appropriate scale showing sufficient adjoining areas in order to clearly indicate surrounding streets, other land in the subdividers ownership, and other features which have a bearing on the proposed subdivision;
- If requesting easements, draft easement language.
- Electronic PDF copy of all plans and supporting document

**Applicants:** *This checklist includes all the items you must submit for a complete application at initial submittal. Planning staff will use a copy of this list to check your application for completeness after it is submitted. Other items may be required as necessary as each project and project site is unique. If the application is not complete a notice of incompleteness will be sent within 30 days of initial application submittal. If you have any questions please call (805) 461-5035 and ask to speak with a Planner.*

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