

City of Gaster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD FOSTER CITY, CA 94404-2222

INSTRUCTIONS FOR FILING A LOT LINE ADJUSTMENT

INSTRUCTIONS

Lot Line Adjustments

- a. This shall apply to all lot line adjustments between four or fewer existing adjacent parcels, where the land taken from one parcel is added to an adjacent parcel and does not create a greater number of parcels than already existed.
- b. An application for a lot line adjustment signed by all legal owners of the property affected shall be submitted to the Director of Community Development. Applications shall be submitted on the form provided by the City (attached) and shall include the following:
 - A written legal description and plat of the parcels as reconfigured prepared by a California registered civil engineer, qualified to perform surveys, or a licensed land surveyor. The legal description shall be accompanied by traverse closure calculations for irregular lots;
 - (2) A plat showing existing and proposed lot lines, lot dimensions, both current and configured, existing structures and improvements within and adjacent to the lots and all existing utilities and easements, rights-of-way or other encumbrances;

- (3) A title report;
- (4) A record of survey when required by the Land Surveyors' Act;
- (5) A description of the existing and proposed usage of the property and the purpose for which the certificate is sought;
- (6) A filing fee as specified in the master fee schedule of the City adopted by resolution of the City Council;
- (7) Proposed reapportionment of assessments (if applicable);
- (8) Other information as determined necessary by the City to process the request.
- c. The application shall be reviewed by the Community Development and Public Works Departments for compliance with the provisions of the Foster City Code. If the proposed lot line adjustment conforms to these provisions, the City shall issue an approval which will be in effect for one year. During that time, the property owner(s) shall be responsible for completing any and all necessary deed transactions and associated recordation of documents that will effect a change in the lot lines.

Recorded at the Request of and When Recorded Return to: Priscilla Schaus City Clerk City of Foster City 610 Foster City Boulevard Foster City, CA 94404

LOT LINE ADJUSTMENT NO.

City of Foster City
Community Development and Public Works Departments

APPROVAL OF LOT LINE ADJUSTMENT Pursuant to Government Code Section 66412 (d)

Parcel A Lands of _____ Records of San Mateo County, California Parcel B Lands of _____ Records of San Mateo County, California

The application of ______, property owners for the Lot Line Adjustment between the lands identified above, is hereby approved as follows, including:

- 1. Deed of transferred property
- 2. Legal descriptions of new lands of each property owner
- 3. Lot line adjustment plat
- 4. Owner's and Trustee/Beneficiary Certificate
- 5. Acknowledgments
- 6. Assessor parcel number or numbers of the parcel
- 7. Engineer's Certificate
- 8. City Engineer's Certificate
- 9. Community Development Director's Certificate
- 10. Chief Building Official's Certificate

DEED DESCRIPTION OF PROPERTY TO BE TRANSFERRED FROM PARCEL A TO PARCEL B

PROPERTY DESCRIPTION OF PARCEL A UPON THE RECORDATION OF THE LOT LINE ADJUSTMENT

PROPERTY DESCRIPTION OF PARCEL B UPON THE RECORDATION OF THE LOT LINE ADJUSTMENT

LOT LINE ADJUSTMENT PLAT

(SAMPLE)

OWNER'S CERTIFICATE:

We hereby certify that we are the Owners of, or have some right, title or interest in and to the real property affected by the Lot Line Adjustment described in this document, and that we are the only persons whose consent is necessary to pass clear title to said property, and we hereby consent to the making and filing of said Lot Line Adjustment.

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OWNER'S CERTIFICATE:

We hereby certify that we are the Owners of, or have some right, title or interest in and to the real property affected by the Lot Line Adjustment described in this document, and that we are the only persons whose consent is necessary to pass clear title to said property, and we hereby consent to the making and filing of said Lot Line Adjustment.

AS (OWNERS	JF PARCE	L "B" D	ESCRIE	BED HER	REIN:				
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AS TRUSTEE/BENEFICIARY:

We hereby certify that we are the Trustees/Beneficiaries of, or have some right, title or interest in and to the real property affected by the Lot Line Adjustment described in this document, and that we are the only persons whose consent is necessary to pass clear title to said property, and we hereby consent to the making and filing of said Lot Line Adjustment.

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AS TRUSTEE/BENEFICIARY:

We hereby certify that we are the Trustees/Beneficiaries of, or have some right, title or interest in and to the real property affected by the Lot Line Adjustment described in this document, and that we are the only persons whose consent is necessary to pass clear title to said property, and we hereby consent to the making and filing of said Lot Line Adjustment.

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ENGINEER'S/SURVEYOR'S STATEMENT:

I hereby state that the land descrime or under my direction.	ptions and plat contained in this	document were prepared by
Date:		
	RCE#: STAMP:	EXPIRES:
	LS# STAMP:	EXPIRES:

CITY ENGINEER'S STATEMENT:

This document has been reviewed and found to be technically correct, conforming to the requirements of the Subdivision Map Act and local ordinances. Upon recordation of this document and necessary accompanying deed transactions, the property lines described herein will be recognized by the City of Foster City as the lines dividing the properties in question.

Date	e:								
						RCE#		EXPIRES: _	
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COUNTY OF SAN MATEO)	SS.					
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COMMUNITY DEVELOPMENT DIRECTOR'S STATEMENT:

The Lot Line Adjustment proposed here Code.	in conforms with Title 16 of the Foster City Municipal
Date:	
	Marlene Subhashini Community Development Director
	without further act of the City of Foster City in the event Grant Deed conveying the real property within one year he Community Development Director.
COMMUNITY DEVELOPMENT DIRECTO	OR'S ACKNOWLEDGEMENT:
STATE OF CALIFORNIA)	SS.
COUNTY OF SAN MATEO)	00 .
On	_, before me,,
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WITNESS my hand and official seal.	
Notary Public of the State of California	
My Commission Expires	
(This area for official notarial seal)	

CHIEF BUILDING OFFICIAL'S STATEMENT:

The Code		djustment	propos	ed herei	n confor	ms with	Title 16 c	of the Foster Ci	ty Municipal	
Date):				_		Cooper Building Of	ficial		
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COUNTY OF SAN MATEO))	33 .						
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