



OFFICE USE ONLY	
Application No:	

LOT LINE ADJUSTMENT SUPPLEMENTAL APPLICATION

INSTRUCTIONS. Complete pages 1 and 2 of this form and attach all documents as listed on page 3. All materials must be prepared by a licensed Land Surveyor or Civil Engineer authorized to practice land surveying pursuant to the Professional Land Surveyors Act.

SEC I: SURVEYOR/CIVIL ENGINEER INFORMATION

NAME:		LICENSE NO.	
NAME OF FIRM:			
EMAIL:		PHONE:	
ADDRESS:			

SEC II: APPLICANT INFORMATION *(If different from above)*

NAME:		PHONE:	
EMAIL:		TITLE/ROLE:	
ADDRESS:			

SEC III: PROPERTY INFORMATION

EXISTING USE OF PROPERTY

PURPOSE OF LOT LINE ADJUSTMENT

ENTER INFORMATION FOR EACH PARCEL. Refer to the example table, Site Exhibit, on page 5. A maximum of four adjoining parcels is allowed per application

PARCEL:	A	B	C	D
APN:				
NET AREA BEFORE: (acres or sq. ft.)				
NET AREA AFTER: (acres or sq. ft.)				

AFFIDAVIT OF OWNERSHIP

ALL SIGNATURES MUST BE NOTARIZED. PLEASE ATTACH THE NOTARY FORM.

I(we) am(are) the owner(s) of, or have the lawful Power of Attorney for, the property for which a Lot Line Adjustment approval is sought.

PROPERTY OWNER NAME:		TITLE:	
NAME OF FIRM:			
EMAIL:		PHONE:	
ADDRESS:			
• SIGNATURE OF PROPERTY OWNER		DATE	

PROPERTY OWNER NAME:		TITLE:	
NAME OF FIRM:			
EMAIL:		PHONE:	
ADDRESS:			
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ADDRESS:			
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PROPERTY OWNER NAME:		TITLE:	
NAME OF FIRM:			
EMAIL:		PHONE:	
ADDRESS:			
• SIGNATURE OF PROPERTY OWNER		DATE	

IF THERE ARE ADDITIONAL PROPERTY OWNERS, PLEASE ATTACH A SHEET TO PROVIDE THE ABOVE INFORMATION.

APPLICATION SUBMITTAL REQUIREMENTS

You must submit the following documents along with this application. Document size: 8.5"X11"

1. **Legal Description: Wet-signed, stamped original + 4 copies**
Provide the standard legal description for each property and the area to be added and/or subtracted.
» Label the Legal Description as "Exhibit A." An example of a Legal Description is shown on page 4.
2. **Map: Wet-signed, stamped original + 4 copies**
Provide a survey-quality Plat Map showing the existing and proposed parcel boundaries. The Plat Map is a graphic representation of the Legal Description and will be recorded at the County of Monterey.
» Also label the Plat Map as "Exhibit A."
3. **Site Plan Exhibit: Wet-signed, stamped original + 5 copies**
The Site Plan Exhibit must be legible, showing all dimensions of existing and proposed parcel boundaries, footprints of all existing and proposed building, setbacks, and transfer areas.
» Draw to scale and date; see example on page 5.
» Label: "Lot Line Adjustment, Exhibit B, [Name of Property Owner or Suitable Title]"
» Include a table that identifies the area (acres or sq. ft.) for each existing and proposed parcel.
» Show entire boundaries for all parcels proposed to be reconfigured. If more than one sheet is needed, please provide a key map showing all subject parcels.
4. **Affidavit of Ownership: Use page 2 of this form.**
Be sure to notarize all signatures.
5. **Title Report - 2 copies**
Provide two copies of the preliminary title report for all property subject to this application. The Title Report must be dated within 90 days of the submittal.
6. **Fees:** Application fees must be paid at the time of submittal.
(Note: The County Recorder will collect a separate recording fee upon recordation of the Legal Description and Plat Map.)

RECORDING, ADJUSTMENTS AND CORRECTIONS

- The Applicant must get the Lot Line Adjustment officially recorded at Monterey County and provide proof of recordation to the City of Pacific Grove Planning Division.
- An approved Lot Line Adjustment shall be null and void without further act of the City of Pacific Grove if said permit is not recorded with the Grant Deed conveying the real property within 180 days (six months) of the approval date.
- A certified Legal Description and Plat Map that is part of an approved Lot Line Adjustment (recorded or pending recordation) may be corrected through a Lot Line Correction if the needed correction meets the provisions of Title 24 of the Pacific Grove Municipal Code. Otherwise, a new Lot Line Adjustment will need to be submitted.
- If the certified Legal Description and Plat Map that is part of an approved Lot Line Adjustment permit is incorrect, the applicant is solely responsible for filing a new application for a Lot Line Adjustment or Lot Line Correction and payment of applicable fees. The City will not waive fees associated with a new Lot Line Adjustment application.

PROCESSING SCHEDULE

Planning Staff

- Logs in application, assigns File Number, and collects fees.
- Confirms that each owner who is party to the request has signed the Affidavit of Ownership form.
- Reviews application pursuant to PGMC Title 24.
- Reviews with other City Departments and obtains any pertinent data.
- Processes environmental document.
- When necessary, makes field inspection.
- Prepares a recommendation to the Director of Planning.

Community Development Director

- Reviews the recommendation and approves or denies the application with the requirement stating as follows:
- If approved, a letter is sent to the engineer/applicant and property owner(s) to inform them of the approval and that simultaneous recordation is now required by the property owner with the corresponding Grant Deeds within 6 months (180 days). The applicant must return to the Planning Division an endorsed copy of the recorded Grant Deed, Lot Line Adjustment Permit with plot plan and legal description within the specified 180 days. Thereafter, the permit becomes invalid.
- If denied, copies are sent to the engineer/applicant and property owner(s). A Lot Line Adjustment may be appealed to the Planning Commission; however, it may also be possible to apply for a Tentative Map to accomplish your objectives; speak with a City planner for more information.

EXHIBIT A
LOT LINE ADJUSTMENT FOR
LANDS OF _____

PARCEL A

All that certain real property situate in the City of Pacific Grove, County of Monterey, State of California, being more particularly described as follows:

All of Lot 47, First Addition, recorded October 28, 1958 in Book 99 of Maps at page 15, County of Monterey Records.

And, in addition thereto, the following area:

Beginning at the most northerly common corner of Lot 47 and Lot 48, as said common corner and lots are shown upon that certain First Addition recorded October 28, 1958 in book 99 of Maps at page 15, Monterey County Records.

Thence, from said Point of Beginning, South 8°57'46" West, 99.20 feet along the common boundary between said Lots 47 and 48.

Thence, North 8°00'19" West, 83.69 feet to a point in the northwesterly line of said Lot 47;

Thence, North 60°49'15" East, 31.05 feet along said northwesterly line to the Point of Beginning.

Containing 11,724.90 square feet of land, more or less.

PARCEL B

All that certain real property situate in the City of Pacific Grove, County of Monterey, State of California, being more particularly described as follows:

All of Lot 8, First Addition recorded October 28, 1958 in Book 99 of Maps at page 15, County of Monterey Records.

And, excepting therefrom, the following area:

Beginning at the most northerly common corner of Lot 47 and Lot 48, as said common corner and lots are shown upon that certain First Addition recorded October 28, 1958 in book 99 of Maps at page 15, Monterey County Records.

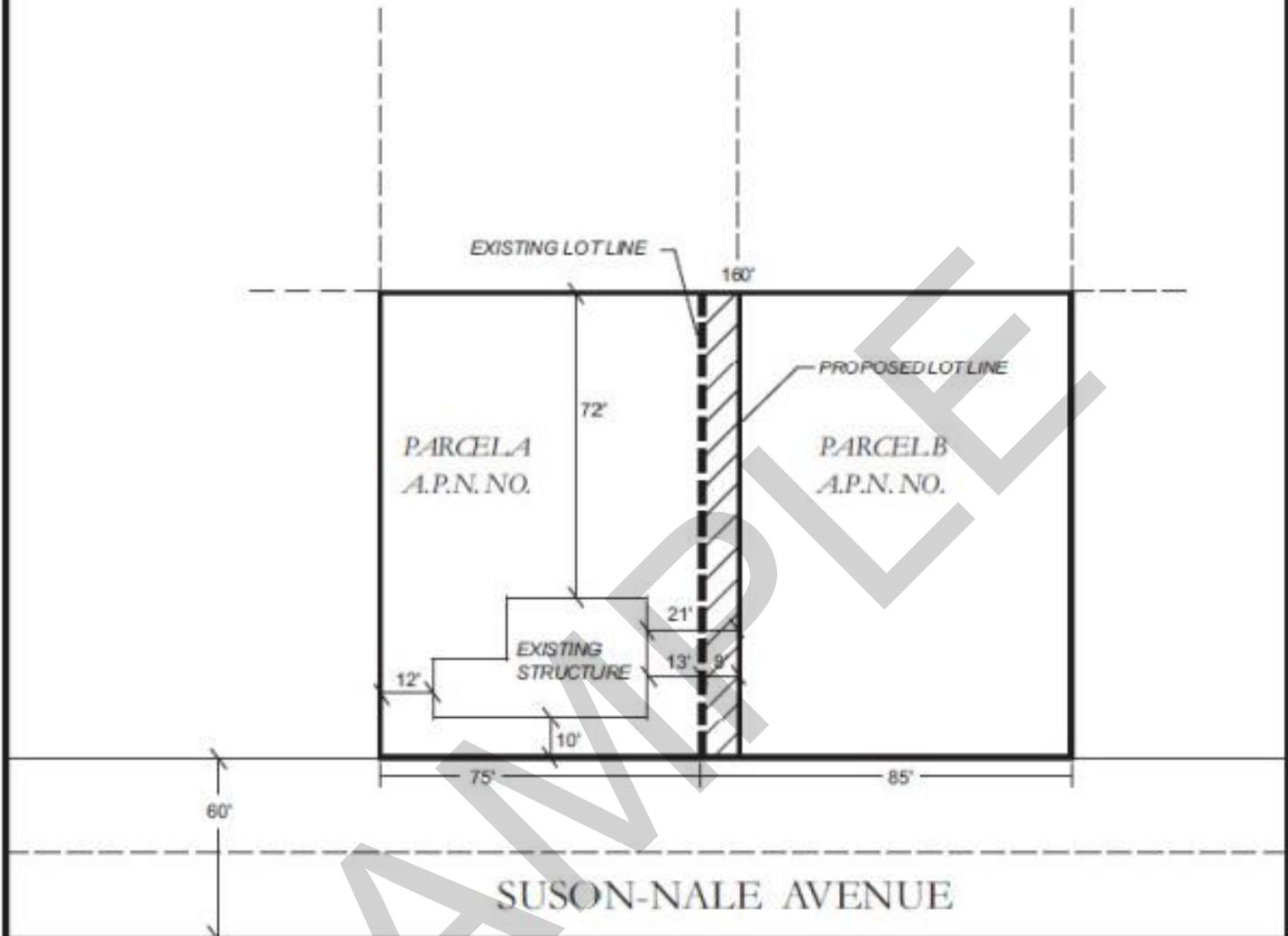
Thence, from said Point of Beginning, South 8°57'46" West, 99.20 feet along the common boundary between said Lots 47 and 48.

Thence, North 8°00'19" West, 83.69 feet to a point in the northwesterly line of said Lot 47;

Thence, North 60°49'15" East, 31.05 feet along said northwesterly line to the Point of Beginning.

Containing 11,724.90 square feet of land, more or less.

EXAMPLE SITE EXHIBIT



LOT AREA (sq.ft.)	PARCEL A	PARCEL B	ACRES
EXISTING	8250	9350	
PROPOSED	9130	8470	



PROPERTY TO BE TRANSFERRED

LOT LINE ADJUSTMENT PLAT, EXHIBIT "B" LANDS OF NALE, ET AL

TITLE OF PLAT _____
 ENGINEERING COMPANY _____
 ADDRESS _____
 PHONE NUMBER _____
 ENGINEER'S LICENSE NO. SEAL _____

DATE _____
 SCALE _____
 PAGE ___ OF ___