



Public Works Department
Engineering Division

Guidelines Lot Line Adjustments

Definition:

Lot line adjustments are changes in the boundary between two or more existing adjacent parcels, where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed are not thereby created.

Purpose:

1. When 2 or more parcels need to be merged into one parcel to be used as a building site.
2. When a property line or lines between 4 or fewer parcels needs to be moved.

Authority: Chapter 21.32 BMC

Contact: Vincent Chen at (510) 981-6409

Fee: \$1,743.00 plus a \$588.00 deposit. (Please submit separate checks, payable to City of Berkeley)

Process:

1. Request meeting with Subdivision Engineer Vincent Chen to discuss feasibility. Bring a survey or county property assessor's map (available at Alameda County Property Assessor's web site) showing proposed location of lot lines.
2. Fill out application form available at permit counter and hire a surveyor to prepare map and legal descriptions.
3. Obtain a title report for each affected property and complete zoning tabulation form for each lot (available from the Land Use counter or online at:
<http://www.cityofberkeley.info/onlineservice/forms.htm>)
4. Submit application package consisting of
 - a. 1 original completed application form and five (5) copies,
 - b. 3 copies each of all title reports dated within six (6) months of the date of application
 - c. 6 copies of the completed zoning tabulation form,
 - d. 6 copies of the survey plat (11" x 17" format), labeled "Exhibit A,"
 - e. 6 copies of each new legal description, labeled "Exhibit B,"
 - f. Closure calculations and check for fees.
 - g. All record information such as deeds, maps and any other reference material used in preparing the proposed Lot Line Adjustment Map.

Guidelines for Lot Line Adjustments

Page 2

5. City will route application to Building and Safety, Public Works and Planning for review. Following review, the City will check the map and legal descriptions and mail the surveyor a marked copy of the survey and legal descriptions along with a cover transmittal sheet. At the same time the City will generate a recording document and a letter and send this to the applicant for signature by all the property owners (notarized signatures required).
6. Applicant will return corrected map printed on Mylar and signed and sealed by the surveyor and the executed recording document referenced in 5 above to the subdivision Engineer for City signature and final approval.
7. Upon approval, the documents are transmitted by the subdivision engineer to the City Clerk. The applicant is notified by mail that the documents should be picked up by a title company from the City Clerk's Office and recorded along with any deeds that may be required.

Timeline: The process takes a minimum of 2 months after submittal and 3 weeks after Mylar submittal.