

PROPERTY INFORMATION

APPLICANT NAME

PROPERTY ADDRESS

ASSESSOR PARCEL NUMBER(S)

INFORMATION REQUIRED FOR LOT LINE ADJUSTMENT

- Application Fee
- Completed General Planning Application Form
- Lot Line Adjustment map. The Lot Line Adjustment map should be drawn in black ink on sheets with maximum dimensions of 8 1/2" X 11" or 18" X 26". The map must be clear and readable. The following minimum information must be provided on the map (additional information may be required):
 - Map scale, north arrow, line type legend, vicinity map, index map for large parcels.
 - The location of the project site in relation to the existing streets, adjoining lots, alleys, water bodies and distance from the nearest cross street.
 - Right-of-way widths and street names.
 - The existing and proposed lot layout labeling each boundary line. Sufficient dimensions and record boundaries so as to define and establish the boundary of the subject property. Use heavy solid line to depict proposed boundaries, light solid line for existing lot lines to remain, light dashed lines for existing lot lines to be removed and smaller dashed lines for easements. The adjusted parcels and transfer parcels shall be lettered or numbered consecutively in a manner that there will be no confusion with the original lots or parcel numbers (show in a darker, bolder text, i.e. PARCEL A, PARCEL T-1).
 - Existing lot numbers, reference to the recorded documents that established the existing lots of the project site, adjoining lots and existing easements.
 - Gross area before and after adjustment to the nearest one tenth of an acre. Show the net area when there are easements identified that restrict the surface use of the property, such as vehicular access easements (Net area is gross area minus easement area).
 - Signature, seal of the surveyor and the date that plan was prepared.
 - APN-Assessor's Parcel Number for each lot.
- Current full search title reports for the effected properties that include all easements.
- Grant deeds with legal descriptions and closure calculations for:
 - The final, adjusted/merged lots
 - The existing lots
 - The portion of the lot that will be transferred. The legal descriptions and closures shall be prepared and signed/stamped by a Licensed Land Surveyor or a qualified Registered Civil Engineer
- Recorded documents, or documents to be recorded concurrently with the lot line adjustment deeds, showing that any Deed of Trust agreements on the subject properties will conform to the adjusted lot boundaries.

AFTER APPROVAL FROM PLANNING AND PUBLIC WORKS

- Appropriate deeds and exhibits perfecting the approved Lot Line Adjustment shall be recorded at the Marin County Recorder's office. Deeds shall be recorded by the applicant. The deeds shall not be recorded until the Department of Public Works approves the deeds.

- After recordation, the applicant shall submit a conformed copy of the deed or deeds to the Town of San Anselmo Planning Department. This will complete your application file.