



**INSTRUCTIONS FOR FILING A
LOT LINE ADJUSTMENT**

INSTRUCTIONS

Lot Line Adjustments

a. This shall apply to all lot line adjustments between two or more 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:

(1) 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:
Doris Palmer
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)

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.

AS TRUSTEES/BENEFICIARIES OF PARCEL "A" DESCRIBED HEREIN:

BY _____

TRUSTEE/BENEFICIARY ACKNOWLEDGMENT:

STATE OF CALIFORNIA)
) SS.
COUNTY OF SAN MATEO)

On _____, before me, _____,
a Notary Public in and for said State, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/it/they executed the same in his/her/its/their authorized capacity(ies), and by his/her/its/their signatures on the instrument the person(s) or entity(ies) upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public of the State of California

My Commission Expires _____

(This area for official notarial seal)

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.

AS TRUSTEES/BENEFICIARIES OF PARCEL "B" DESCRIBED HEREIN:

BY _____

TRUSTEE/BENEFICIARY ACKNOWLEDGMENT:

STATE OF CALIFORNIA)
)
COUNTY OF SAN MATEO) SS.

On _____, before me, _____,
a Notary Public in and for said State, personally appeared
_____, personally known to me (or
proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/it/they executed the
same in his/her/its/their authorized capacity(ies), and by his/her/its/their signatures on the
instrument the person(s) or entity(ies) upon behalf of which the person(s) acted, executed the
instrument.

WITNESS my hand and official seal.

Notary Public of the State of California

My Commission Expires _____

(This area for official notarial seal)

ENGINEER'S/SURVEYOR'S STATEMENT:

I hereby state that the land descriptions and plat contained in this document were prepared by me or under my direction.

Date: _____

RCE#: _____ EXPIRES: _____
STAMP: _____

LS# _____ EXPIRES: _____
STAMP: _____

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: _____

RCE#: _____ EXPIRES: _____
STAMP:

CITY ENGINEER'S ACKNOWLEDGEMENT:

STATE OF CALIFORNIA)
) SS.
COUNTY OF SAN MATEO)

On _____, before me, _____,
a Notary Public in and for said State, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/it/they executed the same in his/her/its/their authorized capacity(ies), and by his/her/its/their signatures on the instrument the person(s) or entity(ies) upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public of the State of California

My Commission Expires _____

(This area for official notarial seal)

COMMUNITY DEVELOPMENT DIRECTOR'S STATEMENT:

The Lot Line Adjustment proposed herein conforms with Title 16 of the Foster City Municipal Code.

Date: _____
Curtis Banks
Community Development Director

Note: This permit shall be null and void without further act of the City of Foster City in the event that said permit is not recorded with the Grant Deed conveying the real property within one year of the date of approval of said permit by the Community Development Director.

COMMUNITY DEVELOPMENT DIRECTOR'S ACKNOWLEDGEMENT:

STATE OF CALIFORNIA)
) SS.
COUNTY OF SAN MATEO)

On _____, before me, _____,
a Notary Public in and for said State, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/it/they executed the same in his/her/its/their authorized capacity(ies), and by his/her/its/their signatures on the instrument the person(s) or entity(ies) upon behalf of which the person(s) acted, executed the instrument.

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 Lot Line Adjustment proposed herein conforms with Title 16 of the Foster City Municipal Code.

Date: _____

Chuck Haney
Chief Building Official

CHIEF BUILDING OFFICIAL'S ACKNOWLEDGEMENT:

STATE OF CALIFORNIA)
)
COUNTY OF SAN MATEO) SS.

On _____, before me, _____,
a Notary Public in and for said State, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/it/they executed the same in his/her/its/their authorized capacity(ies), and by his/her/its/their signatures on the instrument the person(s) or entity(ies) upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public of the State of California

My Commission Expires _____

(This area for official notarial seal)