

DATE: _____

THE FOLLOWING ITEMS ARE REQUIRED FOR LOT LINE ADJUSTMENT SUBMITTAL:

- ☐ Lot Line Adjustment (LLA) submittal fee due. Checks must be made payable to the City of Fresno.
See total amount due below.

DESCRIPTION	FEE
Lot Line Adjustment	\$1,256.11*

- ☐ 1 copy of the preliminary title report for each existing parcel current to within 30 days of LLA submittal.
- ☐ 1 copy of the current vesting grant deed for each existing parcel.
- ☐ Signed Lot Line Adjustment
- ☐ EXHIBIT A – Legal descriptions for adjusted parcels prepared and sealed by a Licensed Land Surveyor
- ☐ EXHIBIT B – Drawing delineating the existing parcels and the adjusted parcels prepared and sealed by a Licensed Land Surveyor
- ☐ Closure calculations prepared by Licensed Land Surveyor

NOTE:

- Omission of any of the above items may be cause for rejection of the submittal. Only complete submittals will be distributed and processed.
- Building compliance for buildings less than 30 feet from parcel lines, construction type, occupancy group and location of wall openings are required.
- All easements in the title report should be shown on the exhibit map. Easements in the title report that are not shown on the exhibit map should be noted as does not affect or be removed from the title report.
- Include all record data used to prepare the LLA. It should include the APN map, all record maps, all record deeds, etc. (Used to prepare the document)

To schedule an appointment for submittal, please contact Jairo Mata at (559) 621-8714 or by email at Jairo.Mata@fresno.gov

****Fee valid July 1, 2024, through June 30, 2025 (See latest City Master Fee Schedule).***

APPLICATION FOR LOT LINE ADJUSTMENT NO. _____

CITY OF FRESNO

• PUBLIC WORKS DEPARTMENT

• 2600 FRESNO STREET

• FRESNO, CA 93721

1. Applicant

Authorized Representative

Property Owner(s)

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail Address: _____

Signature: _____

Date: _____

Existing Parcel 1 Name: _____

Signature: _____

Date: _____

Existing Parcel 2 Name: _____

Signature: _____

Date: _____

Existing Parcel 3 Name: _____

Signature: _____

Date: _____

Existing Parcel 4 Name: _____

Signature: _____

Date: _____

Purpose: _____

2. Property Information

Existing Parcel 1

Assessor's Parcel Number:	_____
Area:	_____
Existing Use:	_____
Existing Zoning:	_____
Existing Planned Land Use Designation:	_____
Deed Reference:	_____

Existing Parcel 2

Assessor's Parcel Number:	_____
Area:	_____
Existing Use:	_____
Existing Zoning:	_____
Existing Planned Land Use Designation:	_____
Deed Reference:	_____

Existing Parcel 3

Assessor's Parcel Number:	_____
Area:	_____
Existing Use:	_____
Existing Zoning:	_____
Existing Planned Land Use Designation:	_____
Deed Reference:	_____

Existing Parcel 4

Assessor's Parcel Number:	_____
Area:	_____
Existing Use:	_____
Existing Zoning:	_____
Existing Planned Land Use Designation:	_____
Deed Reference:	_____

3. Approval

Building & Safety Services Section Building Code Compliance <input type="checkbox"/>	Recommended by: _____ Jennifer K. Clark, Director Planning and Development Department APPROVED: _____ Scott L. Mozier, P.E., Director, City Engineer Public Works Department
Planning Section Zoning Code Compliance <input type="checkbox"/>	Date
Land Division & Engineering Section Technical Compliance <input type="checkbox"/>	Date

4. Perfection of an Approved Lot Line Adjustment Application

Perfection of this Lot Line Adjustment (LLA) must be completed prior to _____. {1-year after the LLA approval date}. Should this LLA not be perfected within this time period, the approval of this LLA will be deemed expired and any deeds recorded after this date may constitute a violation of the State Subdivision Map Act.

To perfect the approved LLA:

- a) The applicant must make arrangements for the recording of the perfecting deeds for all the adjusted parcels of the approved LLA.
- b) Upon completion of such recording, the applicant must submit to this office copies of the recorded deeds reflecting the adjusted parcels.

After the perfecting deeds are reviewed and determined to be in compliance with the approved LLA, a perfection letter will be issued acknowledging that the adjusted parcels were legally created in compliance with the State Subdivision Map Act.

Required attachments are Exhibit A (the adjusted parcel legal descriptions) and Exhibit B (the drawing)

EXHIBIT A

Lot Line Adjustment No. _____

Adjusted Parcel Legal Descriptions

Adjusted Parcel A

(Insert adjusted parcel legal description)

(If applicable add: Together with underlying fee interest, if any, adjacent to the above-described property in and to the adjoining public right of way)

APPROVED
LOT LINE ADJUSTMENT

LLA _____

BY _____

DATE _____

PUBLIC WORKS DEPARTMENT
CITY OF FRESNO

EXHIBIT B

Lot Line Adjustment No. _____

(Drawing)

(Include underlying fee title if applicable, distances from parcel lines to buildings, any public and/or private easements, etc.)

APPROVED LOT LINE ADJUSTMENT LLA _____ BY _____ DATE _____ PUBLIC WORKS DEPARTMENT CITY OF FRESNO

**** If the drawing size is 18" x 26", include the following cross reference: ****

Drawing for Lot Line Adjustment No. _____, Recorded in Book _____
of Miscellaneous Maps, at Page(s) _____, Fresno County Records.

Document No. _____