

TOWN OF PORTOLA VALLEY

765 Portola Road, Portola Valley, CA 94028 Tel: (650) 851-1700 Fax: (650) 851-4677

LOT LINE ADJUSTMENT APPLICATION

1. Applicant's Representative:

(a) Name: _____

(b) Address: _____

(c) Telephone Number: _____

2. Parcel A (lot to be decreased in size):

(a) Description: _____

(b) Assessor's Parcel Number: _____

(c) Name and Address of all Legal Owners: _____

3. Parcel B (lot to be increased in size):

(a) Description: _____

(b) Assessor's Parcel Number: _____

(c) Name and Address of all Legal Owners: _____

4. Purpose and reasons for the proposed lot line adjustment:

5. Attachments:

- (a) 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.
- (b) Traverse closure for each proposed new parcel.
- (c) Three copies of a survey map showing:
 - (1) Existing and proposed lot lines.
 - (2) Lot dimensions (both existing and proposed).
 - (3) Existing structures, walls, fences, and improvements within the lots with dimensions between the proposed new lot lines and adjacent structures.
 - (4) Existing structures, walls, fences, and improvements on adjacent property within 20 feet of the subject parcels.
 - (5) The location of the top and toe of slopes, existing contours, grade breaks, drainage patterns, drainage devices, swales and gutters.
 - (6) All existing utilities and services, including, sanitary sewer laterals and cleanouts.
 - (7) Existing easements, rights-of-way, and all other encumbrances.
 - (8) The adjacent public street, curb and gutter, frontage improvements, utilities, and fire hydrants.

- (d) Verification of conformance (of reconfigured parcels) to the Town of Portola Valley Zoning Ordinance:
 - (1) Floor Area Ratio
 - (2) Lot Coverage
 - (3) Setbacks
 - (4) Frontage
 - (5) Slope Density
- (e) A current title report for each property affected.
- (f) A record of survey where necessary to comply with the requirements of the Land Surveyor's Act.
- (g) A check for application fees.

We, the undersigned, certify that we are the owners of the property described above and that the foregoing facts and statements herewith submitted are in fact true and correct to the best of our knowledge and belief. We hereby submit this application and request that the common property line(s) between our adjacent lots be adjusted as described above and in accordance with the exhibits attached to this application.

Dated: _____ Signature: _____
 Typed or printed name and title:

Dated: _____ Signature: _____
 Typed or printed name and title:

Dated: _____ Signature: _____
 Typed or printed name and title:

Dated: _____ Signature: _____
 Typed or printed name and title:
