LOT LINE ADJUSTMENT _____ MERGER _____ CERTIFICATE OF COMPLIANCE ____

PLAT MAP  (On an 8 ½” x 11” sheet, prepared by a Licensed Surveyor)

1) Exterior boundaries of existing parcel or parcels showing record information and Assessor's Parcel Numbers.

2) For lot line adjustments, indicate solid new lot line, dashed existing lot line and resulting lot areas. Submit closure calculations for every lot and the area to be transferred.

3) For mergers, show existing parcels with dashed lines. Show Assessor's Parcel Numbers. Submit closure calculations and legal descriptions for every lot and the area to be transferred.

4) Location of easements, rights-of-ways, public streets and monuments.

5) Plan must be legibly drawn and be suitable for microfilming. Plan shall include space for surveyor’s seals and signature and Acting City Surveyor’s “reviewed by” seals and/or signature.

6) A Record of Survey may be required to be recorded for a lot line adjustment. (See Board of Reg for Prof Engineers and Land Surveyors Policy Resolution #96-03)

ADDITIONAL REQUIRED DATA

1) Site Plan (11 x 17 min) showing location of all structures and their setbacks to all property lines, parking lots and driveways and the location of all underground and overhead utilities. (Prepared by a Licensed Surveyor or Registered Engineer).

2) Title report for the existing parcels

3) Legal description of the land to be transferred and for the proposed final parcels. All legal descriptions shall be signed by surveyor and include “Reviewed by” signature line for Acting City Surveyor.

4) A California Licensed Architect or Registered Engineer shall provide a complete California Building Code (CBC) analysis for the existing building(s) affected by the new or moved property line(s) per Section 9-1.04 of the City of Walnut Creek Municipal Code. The analysis shall include complete evaluations of the following:

   a) Allowable floor area, allowable area increase, and unlimited area increase provisions of CBC Chapter 5,

   b) Fire-resistance-rated construction, location on property, and parapet requirements of CBC Chapter 7, and
c) *Exterior Wall* provisions of CBC Chapter 14.

New or moved property line(s) shall not cause an existing building to become non-complying in these or any other provisions of the building code.

5) For parcels in a Local Improvement District, a letter requesting aggregation or segregation of assessments is sent to the City Engineer.

6) Letter of acknowledgment of proposed lot line adjustment from Trustee or Mortgage Company.

7) Any additional data or information as required by the Public Works or Community and Economic Development Department.

**PROCESSING FEES**

1) The processing fee is according to the City of Walnut Creek Fee Schedule in effect at the time the fees are assessed. Currently, fees are $185/hour for project review, and $2500 for an initial deposit.

2) Check for $14.00 for the first page and $3.00 for each additional page, payable to the Contra Costa County Recorder. Acknowledgments are one page each.