



Lot Line Adjustment Checklist

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

Precise Plan: If the average slope of the parcels is 20% or greater, a Precise Plan application may be required and will be processed concurrently with the Lot Line Adjustment application for consistency with the California Environmental Quality Act.

Pre-Application Review: Prior to a formal plan submittal, a pre-application meeting with a planner is encouraged to review the application requirements and preliminary plans in relation to City development policies, the General Plan, zoning requirements, and any potential issues.

Application Intake Meeting: All applications require a submittal meeting with a staff planner to ensure application requirements have been fulfilled. A complete application expedites the initial planning review process.

Digital Submittals: **Fully digital submittals are encouraged.** Paper copies of plans and supporting documents will be accepted but are not required. Fold or roll all large format plans if submitting materials on paper. **Digital copies are required even if the original submittal is on paper.** Please contact Planning staff for a digital folder link prior to intake meeting.

I. General Application Materials:

- Complete Planning Application** – Signed by Property Owner and the Applicant/Representative if applicable. Wet signature or digital signature (DocuSign, Adobe, etc.) required. Applications with a typed or scanned signature will not be accepted.
- Full Chain of Title** – Obtained from a title company or through County records.
- Full Payment of Applicable Fees** – Contact planning@atascadero.org for fee calculation. We accept in-person payment via cash, debit/credit card (under \$5,000), or check. Mailed checks are also accepted. Do not mail cash.
- Preliminary Map** – Each sheet shall contain the name and address of the project, scale, preparation and/or revision, date, applicant name or firm name preparing the plans. Plan sets shall include the following:
 - The map number; name if any; date of preparation; north point; scale (not less than 1" = 20'); and if based on a survey, the date and official record of the survey;
 - Name and addresses of the person or entity which prepared the map and the applicable registration or license number and expiration date thereof;
 - Names and addresses of all parties having a record title interest in the properties;
 - The boundaries of the properties, defined by legal description, with sufficient information to locate the property
 - Topographic information with a reference to the source of the information.
 - The location and outline, to scale, of all structures, existing or proposed street and lot lines; notations concerning all structures which are to be removed;
 - The locations, widths and purposes of all existing and proposed easements and all existing and proposed utilities, on or adjacent to the properties
 - The location, width and directions of flow of all water courses and flood-control areas within and adjacent to the property involved
 - The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.

II. Additional Documentation:

- Requested Exceptions** – Any exception being requested in accordance with the requirements of Atascadero Municipal Code Title 11, Chapter 9 (Subdivision Exceptions) shall be clearly labeled and identified as to nature and purpose.

- Building Envelopes – The location of proposed building sites and septic system leach fields shall be shown for any lots having an average cross slope of 30% or greater. The average cross slope within the building envelope(s) must not exceed 20%.
- Authorization – An authorization consenting to the proposed adjustment signed by all parties having a fee title interest in the properties to be adjusted.
- Vicinity Map – A vicinity map of appropriate scale showing sufficient adjoining areas in order to clearly indicate surrounding streets, other land in ownership, and other features which have a bearing on the proposed adjustment.
- Draft Easement Language – If requesting easement(s).