



Lot Line Adjustment - Submittal Requirements Checklist

This Lot Line Adjustment Submittal Requirements Checklist provides a guide to applicants pursuing a Lot Line Adjustment application with the Planning Services Division and to ensure application submittals are as complete as possible upon filing. All documents and maps must be **clear and legible**. The following documents are required:

- Lot Line Adjustment Application** – Completed [Lot Line Adjustment Application](#) signed by all property owners. If the owner or applicant is a corporation, an authorized representative should provide a signature.
- Assessor's Parcel Map** – APN map with the subject properties outlined in red. Maps may be obtained via the Solano County Assessor / Records office and online at: <http://www.solanocounty.com/depts/ar/viewparcelmaps.asp>
- Preliminary Title Report** – Provide a preliminary title report prepared within the last sixty (60) days for each property affected by the lot line adjustment. The report should detail any conditions, easements, agreements, deed notices, or other restrictions on the property. A preliminary title report may be obtained from a title company. Please include copies of any easements, agreements, or restrictions on the property.
- Tentative Lot Line Adjustment Map Prepared by a Land Surveyor or Civil Engineer licensed to practice in California** - Provide **1** full size 18" x 24" OR 24" x 36" and **1** letter or legal size, as well as PDF electronic copies of the tentative lot line adjustment map accurately drawn to scale. The map shall include the following elements:
 1. The scale of the map shall be 1 inch = 100 feet (metric scale of 1:1000), or larger. Include a graphic scale bar.
 2. In or near the lower right-hand corner of the first sheet:
 - Name and address of the owners of the properties being adjusted.
 - North arrow and scale of the map.
 - Name and address of person preparing the map.
 - Date the map was prepared.
 3. All exterior and interior lines shall be shown on the map and shall be identified by course and bearing description, based on survey data, calculated data, or information of record. If a survey is done, any monuments established must be shown on a record of survey filed in accordance with the Professional Land Surveyors Act, Business and Professions Code Sections 8700 et seq.
 4. Proposed new lines and lines to be eliminated shall be so identified in written notation or by legend. Lines to be eliminated shall be dashed or otherwise drawn so as to be clearly distinguishable from remaining and new lines.
 5. The area of all existing and proposed parcels shall be identified and listed in acres, square feet, or square meters.

6. All existing structures, wells, septic tanks, leach fields, driveways, fences, tree rows, significant trees, public utility lines, and other prominent features located on the original parcels shall be accurately located, identified, and drawn to scale. A registered civil engineer or licensed land surveyor when deemed necessary by the Planning Services Division shall establish such locations.
7. The locations, names, county road numbers, and widths of all adjoining and contiguous highways, streets, and roads.
8. The locations, purpose, and width of all existing and proposed easements, roads, and appurtenant utilities.
9. The approximate location of all watercourses, drainage channels, and existing drainage structures.
10. The approximate location of other topographic or man-made features, such as bluff tops and ponds.
11. The approximate high-water line and elevation in lakes or reservoirs, and the mean high tide line along tidal channels.
12. The locations of all areas subject to inundation or stormwater overflow.

- Site and Soil Evaluation Report** prepared by a registered civil engineer, geologist, certified engineering geologist, environmental health specialist or certified professional soil scientist.
- Land Transfer Summary Table on the Lot Line Adjustment Map** – Indicate acreage or square footage of land transfer(s) between the affected lots.

OWNER	APN	EXISTING SIZE	PROPOSED SIZE	NET TRANSFER
LOT A	0123-040-050	1.01 ac	0.487 ac	-0.514 ac
LOT B	0123-050-060	0.29 ac	0.803 ac	+0.514 ac

- Parcel Creation Document** – One (1) clear and legible copy of a recorded deed conveying each parcel as a separate legal lot of record [including owner names, dates of transfer, and description of the lot(s)] dated prior to January 29, 1959. **Each deed submitted must be clearly marked to indicate which lot it describes.**

OR

One (1) copy of a subdivision map recorded after August 14, 1929 creating the parcel.

OR

Other required documentation, as approved by the Planning Division prior to the submittal of this application, demonstrating the legality of the subject lots.

- Electronic Copies** – Of all application materials provided on CD in PDF or JPEG format or email to planning@solanocounty.com
- Application Filing Fees** – Application filing fees for both the Lot Line Adjustment and Certificate of Compliance applications paid to the County of Solano. Please consult the [Planning Services Division Fee Schedule](#) for appropriate application filing fees.

- Agreement for Supplemental Application Processing Fees** – Completed [Agreement for Supplemental Application Processing Fees](#) signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.
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MISCELLANEOUS REQUIREMENTS – The following documents are required for projects located within:

- Land Conservation Contract** – Williamson Act Supplemental Questionnaire completed and signed by all property owners. If the owner or applicant is a corporation, documents identifying the officers of the corporation must also be submitted.
- Replacement Williamson Act Contract** – Required for lot line adjustments involving parcels under more than one land conservation contract, or which would alter the outer perimeter of the land subject to contract.