



# CITY OF MANTECA

COMMUNITY DEVELOPMENT DEPARTMENT

## LOT LINE ADJUSTMENT PROCEDURES (MMC: Chapter 16.19)

### Submittal Requirements.

1. Completed and signed Community Development Application Form.
2. Three copies of a Plat Map illustrating all parcels involved and adjacent parcels, including dimensions, easements and location of existing buildings or other major site features.
3. One copy of current deeds of all affected parcels, new legal description of the resultant parcel(s), the legal descriptions of transfer parcel(s), and closure calculations.
4. Application Fee: Refer to current fee schedule

### Procedures.

1. Applicant will be informed in writing within thirty calendar days of receipt of the application whether the application is complete or if additional information is needed.
2. Upon determination that the application is complete, the Community Development Director has up to fifty calendar days to either approve, conditionally approve, or deny the lot line adjustment.
  - a. The Community Development Director will approve if the resulting parcels conform to the zoning ordinance and applicable building ordinances of the city, and no conditions or exactions are required.
  - b. The Community Development Director will conditionally approve where conditions or exactions are needed to conform to local zoning or building ordinances, or to facilitate relocation of existing utilities, infrastructure, or easements.
  - c. The Community Development Director will deny if the resulting parcels do not conform to the zoning ordinance or applicable building ordinances of the city, and cannot be achieved through any reasonable set of conditions or exactions.
3. Written notice of the decision will be made within seven calendar days after the date of the decision to the applicant and any person included on the application.
4. The decision of the Community Development Director is final upon expiration of fourteen calendar days from and including the date of decision, unless an application appealing the decision is filed.
5. A "Notice of Lot Line Adjustment" will be prepared for the Community Development Director's signature that will be recorded with the County Recorder's Office along with a notary page, resultant parcel legal description(s), and a plat map. A second recording will include: Transfer Deed on a Grant Deed Form, Parcel Legal Description/s, and a Plat Map.

### Prior to recordation:

1. Prepare and submit a new grant deed(s) in recordable form containing the words "FOR PURPOSES OF LOT LINE ADJUSTMENT". All documents shall be prepared, stamped and signed by a licensed engineer or land surveyor.
2. Submit a check payable to the San Joaquin County Recorder – Clerk to cover recording fees. A SJCo Recorder Clerk "Affidavit of Exemption from documentary transfer tax" may also be required at the time of recordation.