



# CITY OF MANTECA

COMMUNITY DEVELOPMENT DEPARTMENT

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

### Submittal Requirements.

1. Complete Uniform Application
2. Three copies illustrating all parcels involved and adjacent parcels indicating all dimensions, easements and location of existing buildings or other major site features.
3. One copy of current (before adjustment) deeds of all affected parcels.
4. One copy of the new legal description of each affected parcel. The legal description shall be prepared, stamped and signed by a licensed engineer or land surveyor.
5. Prepare and submit a new grant deed(s) in recordable form containing the words "FOR PURPOSES OF LOT LINE ADJUSTMENT"
6. Application Fee: \$717 (Multiple entitlement discount does not apply)

**NOTE: A second check payable to San Joaquin County Recorder – Clerk will be required at time of recording. San Joaquin Clerk fees are \$14.00 for the first page of each individual document being recorded, \$3.00 for each subsequent page, and an \$8.00 fraud fee.**

### Procedures.

The application will be reviewed and a decision will be rendered within 50 days of the application being deemed complete. The application may be approved, conditionally approved, or disapproved by the Community Development Director. If approved, the Planning Division will request a check to San Joaquin County described in requirement #6 above.

Written notice of the decision shall be given by mail within 7 calendar days after the date of the decision. This decision shall be final upon expiration of 14 calendar days from and including the date of decision, unless a notice of appeal is filed with the Community Development Director within such time.

An appeal of the Community Development Director's decision may be filed by submitting a written notice of appeal with the Community Development Director within 14-days of the decision accompanied by the \$2,916 appeal fee. The appeal will be heard by the Planning Commission.

Upon approval of the request for lot line adjustment and expiration of the appeal period or final decision of the Planning Commission upon appeal, the City Engineer shall cause to be recorded with the County Recorder a grant deed or deeds reflecting the approved lot line adjustment.