Planning Division

Lot Merger / Lot Line Adjustment Checklist

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- ☐ Statement from the owner/applicant stating specific reason(s) for the lot merger or lot line adjustment request. (Example: Two zero lot line buildings being connected by an opening between them).
- ☐ Assessor's Map for the property.
- ☐ Title report (within the last 6 months).
- ☐ Site plan: Four (4) sets of full-sized scaled at 24"x36" to include, but not limited to, scale, north arrow, property lines for existing and proposed lots, streets, sidewalks, easements, existing structures, structures proposed for demolition, building setback dimensions to all property lines and between buildings, and location of existing curb cuts.
- ☐ Engineering fee statement (if applicable).
- ☐ Legible copy of each document referenced in the vesting deed.
- ☐ Area and/or closure calculations.
- ☐ Exhibit A – Legal description of the proposed lot merger/lot line adjustment, signed by a land surveyor or civil engineer and stamped with their seal.
- ☐ Exhibit B – Plat map showing the lot merger/lot line adjustment boundaries and relationship to adjoining properties. The map must be drawn in black ink (8 ½" x 11") by a land surveyor or civil engineer and stamped with their seal. The map must be clear and readable and contain the following information (the City Engineer may require additional information):

  - Map scale and north arrow.
  - Location of the lots to be merged/lots to be adjusted in relation to existing streets and the distance to the nearest cross street (must be detailed to allow someone not familiar with the area to locate the specific lots).
  - The existing and proposed lot(s). Show distances and bearings for all new boundary lines/lot lines
  - The existing lot numbers and the net square footage of each existing lot and the proposed net square footage of the new lot(s). Net area equals the gross square footage minus any easements that restrict the surface use of the property such as vehicular or pedestrian easements. Show existing and proposed lot areas in a table
  - All existing dedications and easements.
  - Statement of civil engineer or land surveyor that "I, _____, hereby state that this plot map was prepared under my direction and that the mathematical data shown herein is correct." Provide the license number next to the signature block.