



Lot Line Adjustment Application

Instructions and Checklist

City of Hayward, Planning Division

777 B Street, First Floor

Hayward, CA 94541

T: (510) 583-4200 F: (510) 583-3649

A Lot Line Adjustment is required for any property boundary change between four or fewer adjoining parcels, where the land taken from one parcel is added to an adjacent parcel and where no additional parcels are created. Review of Lot Line Adjustment maps helps to ensure that the parcels resulting from the lot line adjustment will comply with local zoning and building regulations.

Special Note: The actual property line(s) is/are not officially adjusted until a deed to transfer title is recorded with the County of Alameda Clerk-Recorder's Office.

Submittal Requirements

To properly consider an application, the following information MUST be submitted.

- A. COMPLETED APPLICATION FOR DEVELOPMENT PERMIT.**
- B. APPLICATION DEPOSIT (\$4000 for staff time and material).**
- C. THREE (3) SETS OF LOT LINE ADJUSTMENT MAPS (18" x 26") depicting both the existing and proposed lots prepared by Licensed Land Surveyor or by a Registered Civil Engineer authorized to practice land surveying.**
- D. ONE (1) SET OF LOT CLOSURE CALCULATIONS FOR THE PROPOSED LOT CONFIGURATION.**
- E. TWO (2) SETS OF LEGAL DESCRIPTIONS OF THE AFFECTED LOTS.**
- F. TWO (2) COPIES OF A RECENT PRELIMINARY TITLE REPORT OR TITLE GUARANTEE PREPARED WITHIN THE LAST 90 DAYS (a hyper-linked PDF report is preferred. If not, required to submit back up documents)**
- G. ONE (1) COPY OF ALL VESTING DEEDS FOR THE AFFECTED PARCELS. or the instrument used to create the parcel (with the date shown). Copies of all deeds listed in the chain of title must be submitted.**
- H. ONE (1) COPY OF ALL FILED MAPS AND DEEDS CITED IN THE EXISTING VESTING DEEDS.**

