

**City of Sunnyvale**  
**Public Works Department / Engineering Division**

**Lot Line Adjustments (LLA) Submittal Requirements  
and/or Procedures**

1. Submit a letter request for LLA (statement of justification) to the Public Works Department. Include the following statement in the last paragraph of the letter, "I hereby certify that the information provided as attached is complete and that the facts, statements and information presented are true and correct to the best of my knowledge and belief." Obtain a notarized letter of authorization from the property owner(s) if the request is not being made by the property owner(s) - ? weeks (depending on the applicant)
2. Obtain (notarized) letter from the lender for each lot indicating agreement with the proposed LLA - ? weeks (depending on the lenders)
3. Pay application fee based on City's current master fee schedule.
4. Submit current title report(s) (within last 6 month), copies of recorded final map, parcel map, record of survey, easement deeds, covenants and/or agreements, covering all lots to be adjusted
5. Submit 5 sets of preliminary topography map (dated, titled, and drawn to the scale) showing the following information on ALL LOTS AFFECTED BY THE LLA:
  - Existing and proposed lot lines, including distance from street centerlines and face of curb
  - Existing and proposed lot areas, percent of lot coverage
  - Location, width and purpose of existing easements (if applicable) by which the owner of any one lot has the right to use any other lot
  - Footprints of existing buildings and structures (including roof overhangs). Label setback dimensions from the existing lot lines and the proposed lot lines
  - Location and character of existing utility lines in abutting streets and service laterals to each lot (size and location of water, sewer, storm drain, PG &E, AT& T, SBC, fiber optic, etc,)
  - Location of existing driveways, parking spaces and circulation (including sidewalk and ADA path of travel), required parking counts (including compact and handicapped stalls)
  - Location of existing trash enclosures
  - Location, type and trunk size of existing trees
  - General slope of the land giving one-half foot contours and/or spot elevations, with benchmarks on City of Sunnyvale's datum.

6. Submit 2 sets of legal descriptions and plats (8.5" x 11" format) for lots before and after the LLA with closure calculations for City's review. The plat must show the following:
  - Lot layout with bearings and distance of each lot. Clearly indicate the new property lines and existing property lines to be removed.
  - The existing and proposed lot areas (square feet).
  - Each lot should be numbered or lettered for identification.
  - Assessor parcel numbers of the existing lots.
  - Location, width and purpose of all existing and proposed easements on the lots.
  - Names and lines of existing streets that are adjacent to the lots.
  - Date, north arrow and scale.
  - Names of the property owners and person who prepared the plat
  - Register Civil Engineer or Land Surveyor's signature and wet seal
  - One-half inch page margins.
  - Provide computer closure and area calculation of the lots
7. Submit 2 sets of legal descriptions and plats (8.5" x 11" format) of the Grant Deeds for City's review. The Grant Deeds will be recorded concurrently with the LLA.
8. The Public Works Director shall give the applicant written notice as to whether the application is complete, not later than 15 calendar days from the filing of the application. The City will check if the proposed LLA is in compliance with general plan, building and zoning ordinance. The Public Works Director shall approve or deny the LLA no later than 50 calendar days after the filing of the LLA application, if the application is deemed to be complete. – 7 weeks at the most (including completion of plan checks)
9. LLA is categorical exempt from CEQA
10. Contact and obtain consent or conditional consent from all utility companies serving the parcels as needed. – ? weeks (depending on utility companies).
11. Obtain owner's and Trustee's notarized signature(s) (all parties having record title interest, corporate seal where required) on the Owner's Certificate of the LLA -? weeks
12. City will arrange with the applicant's title co. to record the subject LLA and Grant Deeds. – 1 week
13. The LLA will become effective upon the recordation of the LLA and the Grant Deeds. At this time the following year's property taxes must be paid or bonded with the County Controller.

Subdivision Map Act: A local agency or advisory agency shall limit its review and approval to a determination of whether or not the parcels resulting from the LLA will conform to the local general plan, any applicable coastal plan, and zoning and building ordinances. An advisory agency or

local agency shall not impose conditions or exactions on its approval of a LLA except to conform to the local general plan, any applicable coastal plan, and zoning and building ordinances, to require the prepayment of real property taxes prior to the approval of the LLA, or to facilitate the relocation of existing utilities, infrastructure, or easement.

Public Works Director's findings regarding the LLA:

1. Parcels resulting from the LLA will conform to the general plan, and any zoning and building ordinances.
2. Does not include any lots or parcels, which were illegally created (Certificate of Compliance or Parcel Map will be required)
3. Does not impair any existing access or create a need for access to any adjacent lots or parcels
4. Does not impair any existing easements or create a need for any new easements servicing any adjacent lots or parcels.
5. Does not require substantial alteration of any existing improvements or create a need for any new improvements.
6. Does not create a greater number of parcels than originally existed.