

CITY OF PIEDMONT
120 VISTA AVENUE
PIEDMONT, CA 94611
TEL: (510) 420-3050
FAX: (510) 658-3167

RECEIVED BY _____
DEPOSIT PAID _____
DATE FILED _____
NUMBER _____
PLANNER _____
(For staff use only)

LOT LINE ADJUSTMENT APPLICATION
(Pursuant to the exception provisions of Section 19.5 of the Subdivision Code)

A lot line adjustment application may be processed as an exception to the Subdivision Map Act if the application meets all of the criteria of the Piedmont Subdivision Code, Sections 19.5.A through 19.5.G (provided on page 5 of this application form). If your project is not eligible for review under this procedure, please contact Planning staff who will provide you with the appropriate application forms.

The final application fee will be equal to the cost of processing the application. An initial \$2,164 deposit is required at the time of the application submittal, and additional deposits may be required (includes a \$56 records management fee). Any unused funds in the deposit will be returned after the application is approved.

Property Owner Information – PARCEL A

Address of Property A _____
Name of Property Owner A _____
Mailing Address of Property Owner A (if different from above) _____
Telephone # of Applicant A _____ FAX # of Applicant A _____

Property Owner Information – PARCEL B

Address of Property B _____
Name of Property Owner B _____
Mailing Address of Property Owner B (if different from above) _____
Telephone # of Applicant B _____ FAX # of Applicant B _____

Property Owner Information – PARCEL C

Address of Property C _____

Name of Property Owner C _____

Mailing Address of Property Owner C (if different from above) _____

Telephone # of Applicant C _____ FAX # of Applicant C _____

Property Owner Information – PARCEL D

Address of Property D _____

Name of Property Owner D _____

Mailing Address of Property Owner D (if different from above) _____

Telephone # of Applicant D _____ FAX # of Applicant D _____

Design Professional/Property Owner Agent Information

Name of Design Professional/Agent _____

Address of Design Professional/Agent _____

Telephone # of Design Professional _____ FAX # of Design Professional _____

Professional License Number _____ Expiration Date _____

Piedmont Business License Number _____ Expiration Date _____

(required for all design professionals/contractors/engineers/surveyors/agents)

(Please contact the City Clerk at 510-420-3040 for Piedmont Business License information.)

Surveyor Information

Name of Surveyor _____

Address of Surveyor _____

Telephone # of Design Professional _____ FAX # of Design Professional _____

Professional License Number _____ Expiration Date _____

Piedmont Business License Number _____ Expiration Date _____

My signature below signifies that I:

- have read the background document and have provided all applicable information.
- have reviewed the legal description on my property deed for all recorded easements and deed restrictions (*Please provide a description here of the easements and restrictions that were indicated on your property deed*) _____

- believe the information provided in this application is accurate to the best of my knowledge.
- am aware that my deposit of \$2,063 may not cover the cost to process this application and that additional deposits may be required. I agree to provide additional deposits if they are required. I am aware that the City will deduct the costs to cover the processing of this application from the deposit(s), and that any unused money remaining after action has been taken on the project, will be returned to me.
- am aware that City staff will be on my property to review the proposal. (*Please note any special instructions regarding access to your property such as dogs, gates, alarms, etc.*) _____

SIGNATURE OF PROPERTY OWNER A _____ date _____

SIGNATURE OF PROPERTY OWNER B _____ date _____

SIGNATURE OF PROPERTY OWNER C _____ date _____

SIGNATURE OF PROPERTY OWNER D _____ date _____

Agent Authorization

This authorization permits City staff to contact your agent if necessary.

I authorize _____ to act as my agent in the processing of all matters pertaining to this application.

SIGNATURE OF PROPERTY OWNER A _____ date _____

SIGNATURE OF PROPERTY OWNER B _____ date _____

SIGNATURE OF PROPERTY OWNER C _____ date _____

SIGNATURE OF PROPERTY OWNER D _____ date _____

PROJECT INFORMATION

1. Please provide a description of the proposed Lot Line Adjustment, including the changes in lot area and frontage:

PARCEL	EXISTING AREA	FRONTAGE	PROPOSED AREA	FRONTAGE
Parcel A				
Parcel B				
Parcel C				
Parcel D				

2. Please indicate what steps you have taken to discuss this project with your neighbors:

3. Please indicate what steps you have taken to discuss this project with City staff prior to submittal:

4. Are there any existing easements on the properties? YES NO
If yes, please explain:

5. Will the resulting parcels interfere with existing utilities, infrastructure or easements? YES NO
If yes, please explain:

6. Is one or more of the proposed lots improved? YES NO

If yes, your project is subject to design review. You must complete and submit the following forms:

- Zone A or E Information form for each proposed parcel with improvements
- Application materials specified by Design Review Submittal Checklist

Please fill out one of the attached *Zone A or Zone E Information* sheets for each parcel.

PARCEL A

ZONE A or ZONE E INFORMATION

Please complete all applicable zoning information below.

Code Requirements Zone A See §17.20.040 Zone E See §17.28.040	To Existing Structures	To Proposed Construction	Code Limit	Variance Required? (circle one)
Lot Coverage/Structures ¹	_____ %	_____ %	<u>40%</u>	<u>Yes</u> <u>No</u>
Minimum Landscaped Area	_____ %	_____ %	<u>30% (A) / 40% (E)</u>	<u>Yes</u> <u>No</u>
Building Height	_____	_____	<u>35 ft</u>	<u>Yes</u> <u>No</u>
Street Yard Setback ²	_____	_____	<u>20 ft</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Rear Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Floor Area Ratio ⁴	_____ %	_____ %	<u>55% 0 - 5,000 sq.ft.</u> <u>50% 5,001 - 10,000</u> <u>sq.ft.</u> <u>45% 10,001 and up</u> <u>sq.ft.</u>	<u>Yes</u> <u>No</u>
Code Requirements	Existing	Proposed	Code Limit	Variance Required*

* Please note that if a variance is required, your lot line adjustment application is not eligible for the lot line adjustment exception permitted by this application, and must be processed under a different procedure. Please contact City staff at 510-420-3050 and they will provide you with the appropriate application information.

¹ A site feature is not calculated in the lot coverage if (1) the feature is not more than 7 feet high and (2) the total area of all site features on the lot is 400 square feet or less.

² *Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure or building*. (§17.90.020)

³ An accessory structure in both Zones A and E may be located anywhere within the side and rear setback areas except that it: (a) must be located within 35 feet of the rear lot line; (b) must be located at least 5 feet from a habitable structure on an abutting property, and, for a corner lot, at least 5 feet from a side lot line of an abutting lot to the rear; (c) may not exceed 15 feet in height; and (d) may not be habitable.

⁴ The floor area ratio standard is not applied to finishing an area into habitable space if: (1) there is no expansion of the exterior building envelope; and (2) the owner has not obtained a final inspection within the prior three years on a building permit issued for an expansion of the building envelope.

PARCEL B

ZONE A or ZONE E INFORMATION

Please complete all applicable zoning information below.

Code Requirements Zone A See §17.20.040 Zone E See §17.28.040	To Existing Structures	To Proposed Construction	Code Limit	Variance Required? (circle one)
Lot Coverage/Structures ⁵	_____ %	_____ %	<u>40%</u>	<u>Yes</u> <u>No</u>
Minimum Landscaped Area	_____ %	_____ %	<u>30% (A) / 40% (E)</u>	<u>Yes</u> <u>No</u>
Building Height	_____	_____	<u>35 ft</u>	<u>Yes</u> <u>No</u>
Street Yard Setback ⁶	_____	_____	<u>20 ft</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,7}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Rear Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Floor Area Ratio ⁸	_____ %	_____ %	<u>55% 0 - 5,000 sq.ft.</u> <u>50% 5,001 - 10,000</u> <u>sq.ft.</u> <u>45% 10,001 and up</u> <u>sq.ft.</u>	<u>Yes</u> <u>No</u>

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PARCEL C

ZONE A or ZONE E INFORMATION

Please complete all applicable zoning information below.

Code Requirements Zone A See §17.20.040 Zone E See §17.28.040	To Existing Structures	To Proposed Construction	Code Limit	Variance Required? (circle one)
Lot Coverage/Structures ⁹	_____ %	_____ %	<u>40%</u>	<u>Yes</u> <u>No</u>
Minimum Landscaped Area	_____ %	_____ %	<u>30% (A) / 40% (E)</u>	<u>Yes</u> <u>No</u>
Building Height	_____	_____	<u>35 ft</u>	<u>Yes</u> <u>No</u>
Street Yard Setback ¹⁰	_____	_____	<u>20 ft</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,11}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Rear Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Floor Area Ratio ¹²	_____ %	_____ %	<u>55% 0 - 5,000 sq.ft.</u> <u>50% 5,001 - 10,000</u> <u>sq.ft.</u> <u>45% 10,001 and up</u> <u>sq.ft.</u>	<u>Yes</u> <u>No</u>

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PARCEL D

ZONE A or ZONE E INFORMATION

Please complete all applicable zoning information below.

Code Requirements Zone A See §17.20.040 Zone E See §17.28.040	To Existing Structures	To Proposed Construction	Code Limit	Variance Required? (circle one)
Lot Coverage/Structures ¹³	_____ %	_____ %	<u>40%</u>	<u>Yes</u> <u>No</u>
Minimum Landscaped Area	_____ %	_____ %	<u>30% (A) / 40% (E)</u>	<u>Yes</u> <u>No</u>
Building Height	_____	_____	<u>35 ft</u>	<u>Yes</u> <u>No</u>
Street Yard Setback ¹⁴	_____	_____	<u>20 ft</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,15}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
_____ Side Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Rear Yard Setback ^{2,3}	_____	_____	<u>5 ft (Zone A)</u> <u>20 ft (Zone E)</u>	<u>Yes</u> <u>No</u>
Floor Area Ratio ¹⁶	_____ %	_____ %	<u>55% 0 - 5,000 sq.ft.</u> <u>50% 5,001 - 10,000</u> <u>sq.ft.</u> <u>45% 10,001 and up</u> <u>sq.ft.</u>	<u>Yes</u> <u>No</u>

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¹⁴ *Setback* means the required distance that a building, structure or other designated item must be located from a lot line. Setbacks are measured from the *lot line* to the *footprint* of the *structure* or *building*. (§17.90.020)

¹⁵ An accessory structure in both Zones A and E may be located anywhere within the side and rear setback areas except that it: (a) must be located within 35 feet of the rear lot line; (b) must be located at least 5 feet from a habitable structure on an abutting property, and, for a corner lot, at least 5 feet from a side lot line of an abutting lot to the rear; (c) may not exceed 15 feet in height; and (d) may not be habitable.

¹⁶ The floor area ratio standard is not applied to finishing an area into habitable space if: (1) there is no expansion of the exterior building envelope; and (2) the owner has not obtained a final inspection within the prior three years on a building permit issued for an expansion of the building envelope.

LOT LINE ADJUSTMENT SUBMITTAL CHECKLIST

- ___ **Application form** signed by property owner(s).

- ___ **Initial fee deposit** (check or online credit card payment)

- ___ **Electronic Plans sent to ondutyplanner@piedmont.ca.gov**, or 3 Sets of Plans (must be folded, no larger than 24"x 36", and to scale). Unless otherwise determined by staff, plans submitted for LOT LINE ADJUSTMENT EXCEPTION must include:
 - ___ **Plat map** (or a **record of survey** if required under Business and Professions Code Section 8762). Please indicate all property lines and easements, and show the adjacent City right-of-way. Please also indicate the location of all existing structures and hard surface areas that are proposed to remain. Please provide a North arrow.

 - ___ **Plot Plan/Site Plan** (recommended scale is at least 1/8" = 1' or 1" = 20') required for any application that involves one or more existing lots with improvements, to determine compliance with the requirements of the Piedmont Zoning Code. All structures, hardscape surfaces and landscape areas must be shown and called out. Setback dimensions from the proposed property lines to structures shall be provided (setbacks are measured from the property line to the nearest architectural projection including eaves). Please provide a north arrow.

 - ___ **Deed**, provided by the property owner(s).

 - ___ **Graphic Calculations (1 set only)**. Please submit plans which graphically illustrate the required calculations with an itemized list of existing and proposed structures, landscape areas and floor area. Calculations are expressed as percentages and must be recorded on page 3 of this application form. Please request a graphic calculations sample for your reference. Separate graphic calculations are to be submitted, as follows:
 - ___ **Existing and Proposed Lot Coverage/Structures** equals the number of square feet of structures covering the lot divided by the number of square feet in the lot. For a complete definition of structure coverage, please see Piedmont City Code §17.90.020.

 - ___ **Minimum landscape coverage** equals the number of square feet of landscaped area divided by the number of square feet in the lot. For a complete definition of landscape please see Piedmont City Code §17.90.020.

 - ___ **Existing and Proposed Floor Area Ratio (FAR)** equals the number of square feet of floor area divided by the number of square feet in the lot. For a complete definition of floor area ratio, please see Piedmont City Code §17.90.020.

If you believe that any of the above requirements do not pertain to your project, please call the Department of Public Works at 510-420-3050 and make an appointment to meet with a planner.

**LOT LINE ADJUSTMENT EXCEPTION CRITERIA
CHAPTER 19, PIEDMONT SUBDIVISION CODE**

SEC. 19.5 EXCEPTION – LOT LINE ADJUSTMENT.

A lot line adjustment is a shift or rotation of an existing lot line between four or fewer parcels, where the land taken from one parcel is added to an adjoining parcel and where a greater number of parcels than originally existed are not thereby created. (GC §66412(d)) (For owner-initiated merger of parcels, see PMC §19.7).

This chapter does not apply to a lot line adjustment provided:

- A. No additional parcels are created, and the adjustment is limited to four or fewer existing adjoining parcels;
- B. The resulting parcels conform to the Piedmont Zoning Code, Piedmont Municipal Code section Title 15 (Buildings and Construction), and the general plan. A plot plan is required to determine conformance with these requirements;
- C. The resulting parcels do not interfere with existing utilities, infrastructure or easements;
- D. Real property taxes have been prepaid;
- E. The adjustment is approved by the director;
- F. The owner prepares a deed and plat map. However, if a record of survey is required under Business and Professions Code Section 8762, the owner shall prepare a record of survey; and
- G. The city approves a deed description and plat map or record of survey, and the county recorder records these documents.

A complete application for a lot line adjustment will be reviewed for conformance with this section by the city planner, the public works director and the city engineer. The public works director shall approve or disapprove the application within the time period allowed under the Permit Streamlining Act (GC §65920 and following).