



LOT LINE ADJUSTMENT/ LOT MERGER APPLICATION CHECKLIST

All of the following submittals are required. Incomplete applications will not be accepted. Applications shall include one digital copy of all project documents. All digital documents shall be in .pdf format only.

- Completed **Checklist** (this form).
- Completed **Planning Permit Application**.
- Preliminary **Title Report(s)**. A current title report (within the last 90 days) for each existing property. Detailed ownership must be provided, including a full listing of all “et al” owners.
- Preliminary map accurately showing the following, to scale:
 - a. The entire **boundary lines of the existing lots** with a north arrow, scale, legend, and the property lines fully dimensioned, and the proposed lot line adjustment(s) or lot merger(s), clearly showing **proposed new lot(s)**.
 - b. The location and uses of any **existing or proposed buildings or structures**, public improvements, vehicular access, water courses, septic systems, existing trees, shrubs, rocks, etc. on both the existing and proposed lot configurations.
 - c. The **setbacks** from the buildings, structures, etc. on both the existing and proposed lot configurations.
- Project Proposal**. Narrative describing reasons for the proposed lot line adjustment(s) or lot merger(s).
- List of affected properties**, including addresses, APNs, property owners, and property owners’ contact information including mailing address, email, and phone.
- Additional **property owners’ signatures**.
- Copy of **executed grant deeds** for all lots.
- Copy of **draft conveyance deeds** for all proposed new lots, with revised legal descriptions.
- Neighborhood Context Map** showing the surrounding area to a 500ft radius, with streets and surrounding uses labeled. Include a north arrow. (Labeled aerial photo is accurate)
- Filing fee**. See the current City of Cotati [Fee Schedule](#). Fees and/or initial deposits will be determined at the time of application submittal.