



# CITY OF MONTE SERENO

18041 SARATOGA-LOS GATOS ROAD, MONTE SERENO, CA 95030  
(408) 354-7635 • WWW.CITYOFMONTESERENO.ORG

---

## LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS

### APPLICATION FEES:

- \$1,630 - Lot Line Application Fee

### SUBMITTAL TO INCLUDE:

- Completed Application
- One full-sized set of plans (no larger than 24" x 36")
- Electronic set of plans in PDF format (on Flash Drive or emailed to [cityplanner@cityofmontesereno.org](mailto:cityplanner@cityofmontesereno.org))

Once the application is deemed complete, additional hardcopies of plans may be required.

### LOT LINE ADJUSTMENT APPLICATIONS MUST INCLUDE ALL OF THE FOLLOWING DATA:

1. The map must be legible with clear delineation of all data required thereon and must be prepared by a registered civil engineer or a licensed land surveyor and shall have a dimension of not less than 18 x 26 inches and a scale of no greater than 1 inch equal to 100 feet.
2. Name, date, book, and page of any existing recorded map applicable to the adjustment.
3. North arrow and scale.
4. Key map showing adjacent property and lot configuration, giving location, names of owners, and widths of adjacent rights of way.
5. Name, address, phone number of legal owner and applicant.
6. Name, address, phone number of Engineer or Land Surveyor and Geotechnical Consultant.
7. Location names, widths center line radii and centerline slopes of all streets (showing existing and proposed pavement), highways and other ways within the proposed development or on adjacent property.
8. Show ROW, pavement and other improvements.
9. Number and dimensions of lots, including frontage, depth, width area in square feet, slope of each lot and proposed driveway approaches and their slopes.
10. Contour intervals of not greater than two (2) feet, including amount and direction of ground slope at the building site.
11. Location and character of existing easements and restrictions for drainage, sewage, public utilities, all buildings, and uses.
12. Existing wells, active or abandoned and proposed disposition.
13. Location, diameter, and species of all existing native and ornamental trees exceeding six (6) inches in diameter, four (4) feet above grade and including outline centers.

14. Location of all natural creeks, streams, and other watercourses, showing top of existing banks and creek depth, with separate sheet showing cross-section of all such creeks, streams, and water courses.
15. A calculation of the slope percentage prepared by a Registered Civil Engineer or a licensed Land Surveyor, using the following formula for each lot before adjustment and the proposed lots after adjustment:

SLOPE DENSITY FORMULA:

$$S = \frac{0.00229 IL}{A}$$

A

S = Percent (%) Slope =  $\frac{0.00229IL}{A}$  where

A

I = Interval of contours in feet (uniform vertical distance between successive contours)

L = Length in feet (sum of individual contour lengths)

A = Gross area in acres and fractions thereof in the parcel being considered

16. Preliminary Title Report dated within 6 months and include all lots involved. Include copies of documents referenced in the report such as maps, deeds, and agreements.
17. Legal Description(s) and Plat Map prepared by a qualified Registered Civil Engineer or Land Surveyor pursuant to the Professional Land Surveyor's Act and including the following:

Exhibit "A" (Legal Description Requirements):

The legal description is an 8.5" x 11" metes-and-bounds description of the existing property.

Exhibit "B" (Plat Requirements):

The plat is an 8.5" x 11" map of the existing and proposed properties. The plat must show the following:

- Lot layout showing the dimension, bearings, and area of each lot.
- Each lot should be numbered or lettered for identification.
- Assessor Parcel Numbers of the lots.
- Location, width and purpose of all existing 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.
- One-half-inch (1/2") margins.

18. Closure Calculations that are computer generated and verify the closure/area calculations for all descriptions. Indicate degree of accuracy.