



**CITY OF PALO ALTO**

*This checklist must be completed and accompany application submittal.*

DATE: \_\_\_\_\_ C of C#: \_\_\_\_\_ APN: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ ENGINEER / SURVEYOR: \_\_\_\_\_

- \_\_\_\_\_ **LOT LINE ADJUSTMENT** - Lots must be same owner or create transfer prior to lot line adjustment.
- \_\_\_\_\_ **LOT LINE CONFIRMATION** - Must submit chain of title with a summary sheet (grantor-grantee by date of conveyance)
- \_\_\_\_\_ **LOT LINE ADJUSTMENT / LOT MERGER** – Only 4 lots can be merged and must be the same owner.
- \_\_\_\_\_ **PUBLIC UTILITY EASEMENTS** - circle one of the following: 1. NEW 2. VACATION 3. ABANDONMENT
- \_\_\_\_\_ **OTHER** - \_\_\_\_\_

1. \_\_\_\_\_ **ALL DOCUMENTS MUST BE LEGIBLE**
2. \_\_\_\_\_ **SUBMIT TITLE REPORT** (must be dated within three (3) months of submittal). Date: \_\_\_\_\_
3. \_\_\_\_\_ **CLOSURE SHEET** – If there are multiple lots/PUE’s label each to match plat/descriptions of closure sheet.
4. \_\_\_\_\_ **PROPERTY DESCRIPTION AND PLAT ON 8 1/2 X 11" PAPER SIZE**
  - \_\_\_\_\_ A. Typically label the Description as EXHIBIT A and Plat as EXHIBIT B.
  - \_\_\_\_\_ B. Correct title for LLA, LLC, LLA/LM AND PUE.
5. \_\_\_\_\_ **SUBMIT RECORD DATA USED TO CREATE PLAT & DESCRIPTION**
  - \_\_\_\_\_ A. Record Map (s) called for. Submit full size copies and all pages of maps and documents referenced.
  - \_\_\_\_\_ B. Record Deed (s) need official version with book and page information shown.
6. \_\_\_\_\_ **PROPERTY DESCRIPTION MATCHES PLAT**
  - \_\_\_\_\_ A. Bearings and distances on description and plat match closure sheet.
  - \_\_\_\_\_ B. Calls made correct.
  - \_\_\_\_\_ C. Final description of Parcel or PUE.
7. \_\_\_\_\_ **LEGEND / NOTES / MISC.**
  - \_\_\_\_\_ A. The following statements must be shown on Plat “Plat to Accompany Property Description”.  
and on the description: “Said lands are shown on attached plat Exhibit B and made a part hereof.”
  - \_\_\_\_\_ B. Documents used must have the associated recording information shown with book, page and recording date.
  - \_\_\_\_\_ C. North Arrow  Border  Scale  Scale match? (yes/no)
  - Legend
  - \_\_\_\_\_ D. Street widths shown and dimension to centerline. Must show ‘CL’ for centerline on of right-of-way on plat.
  - \_\_\_\_\_ E. Must show all Encumbrances of Record on plat. Encumbrances must be labeled with instrument number.
  - \_\_\_\_\_ F. AREA (Check closure sheet). Area to be shown in square feet and acres on Plat and/or Description.
  - \_\_\_\_\_ G. Must show: Assessor’s Parcel  LOT #s  BLOCK  ADDRESS
  - \_\_\_\_\_ H. Curve Data  Length  Radius  Central Angle  Radial Bearing  Non-Tangent or Tangent
  - \_\_\_\_\_ I. P.O.B. to be shown on plat for each Parcel and/or PUE.
  - \_\_\_\_\_ J. The following statement shall be placed on description for PUE’s if the word Parcel is used to define the PUE’s.  
“This easement is not a subdivision and creates no new parcel.”
  - \_\_\_\_\_ K. Lot Line Confirmation and Lot Line Adjustment must have a chain of title and summary included.
8. \_\_\_\_\_ Flood Zone Statement to be shown on plat. Submit associated documentation regarding flood zone.
9. \_\_\_\_\_ Must have a revision date shown and updated each time documents are resubmitted.
10. \_\_\_\_\_ Wet stamp & sign Description and all plat (S) (P.L.S. ACT 411). CE to be 33,965 or less 1-1-1982.
11. \_\_\_\_\_ Once approved, must submit an AutoCAD file compatible with the City for GIS filing.
12. \_\_\_\_\_ Additional requirements may be needed from Utilities for PUE’s, please call them to find out their requirements.
13. \_\_\_\_\_ Additional requirements may be needed from other departments, please call them to find out their requirements.

If you have any questions, please call James Bourquin 650-496-6952 or John Zelling 650-496-6953.