**CITY OF PALO ALTO**

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

DATE: ______________________  C of C#: ________________  APN: ______________________

PROPERTY ADDRESS: ____________________________  ENGINEER / SURVEYOR: ______________________

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**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** - __________________________________________

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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**
   - Typically label the Description as EXHIBIT A and Plat as EXHIBIT 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)
   - 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  Number
   - 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 Public Works Engineering/Survey at 650-496-6952 or 650-496-6953.