

# LOT LINE ADJUSTMENT



## Belmont Permit Center APPLICATION CHECKLIST

Page 1 of 2

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project:** \_\_\_\_\_

*Please review your project with the Planning Department to determine if any additional items listed below are required.*

**Required**      **Submitted**  
(by City)            (by applicant)

### Applications

- |                                     |                          |                                   |
|-------------------------------------|--------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application Checklist (this form) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Permit Application                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Supplemental Application          |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Neighborhood Outreach Strategy    |

### Plans

- |                                     |                          |                                       |
|-------------------------------------|--------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Lot Line Adjustment Plan (six copies) |
| <input type="checkbox"/>            | <input type="checkbox"/> | Cross-sections (six copies)           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Landscape Plan (six copies)           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Property line survey                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Topographic survey map                |
| <input type="checkbox"/>            | <input type="checkbox"/> | Tree Plan                             |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grading plan                          |
| <input type="checkbox"/>            | <input type="checkbox"/> | Drainage plan                         |
| <input type="checkbox"/>            | <input type="checkbox"/> | Driveway plan and profile             |

**Address:** \_\_\_\_\_

	<b><u>Required</u></b> <small>(by City)</small>	<b><u>Submitted</u></b> <small>(by applicant)</small>	
<b><u>Technical Information</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Calculations for cut and fill</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Geotechnical report</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Engineering geology report</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Arborist report</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Preliminary title report</b>
<b><u>Miscellaneous</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Color and material samples</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Photographs</b>
<b><u>Fees and Deposits</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Application fee</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Environmental fee</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Tree Removal Fee</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Geologic Review Fee</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Other _____</b>

**Staff Assistant:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Statement:** As applicant for this project, I hereby certify that the materials listed as 'submitted' on this checklist are complete and accurate. If the City of Belmont determines that the materials are incomplete or inaccurate, I understand that the entire application may be deemed withdrawn and the application materials returned to me, with no further processing by the City.

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_





**Belmont Permit Center**  
**PERMIT CENTER APPLICATION**

**Page 2 of 2**

Street Address: \_\_\_\_\_ Application No.: \_\_\_\_\_

***Site Preparation / Grading:***

Number of Cubic Yards of Combined Cut and Fill:  
\_\_\_\_\_ Cubic Yards    OR    Check  if less than 50 Cubic Yards

Depth of any Cut or Fill at Deepest Point:  
\_\_\_\_\_ Feet    OR    Check  if less than 2 Feet

Surface Area to be Graded or Cleared:  
\_\_\_\_\_ Square Feet    OR    Check  if less than 2000 Square Feet

***Retaining Walls:***

The Project Includes New, Rebuilt or Extended Retaining Walls:     Yes     No

Maximum Height of New, Rebuilt or Extended Retaining Walls: \_\_\_\_\_ Feet

***Floor Area:***

Existing Floor Area of All Enclosed Structures: \_\_\_\_\_ Square Feet

Proposed New Floor Area to be Added: \_\_\_\_\_ Square Feet

Total Floor Area Resulting from Project: \_\_\_\_\_ Square Feet

***On-site Parking:***

Existing Parking / Number of Spaces:    \_\_\_\_\_ Covered    \_\_\_\_\_ Uncovered

Proposed Additional or Lost Parking Spaces:    \_\_\_\_\_ Covered    \_\_\_\_\_ Uncovered

Total Parking Spaces Resulting from Project:    \_\_\_\_\_ Covered    \_\_\_\_\_ Uncovered

***Check any of the following items that apply to the project:***

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Steep Terrain             | <input type="checkbox"/> New Driveway / Curbcut         | <input type="checkbox"/> New Signs          |
| <input type="checkbox"/> Large Trees on Site       | <input type="checkbox"/> New Water Service              | <input type="checkbox"/> Redevelopment Area |
| <input type="checkbox"/> Historic Building on Site | <input type="checkbox"/> Construction Dumpster Required |   |

**LOT LINE ADJUSTMENT**



**Belmont Permit Center  
SUPPLEMENTAL APPLICATION**

**Application No.:** \_\_\_\_\_ (Office Use)

**Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Tabulations:***

Area of Entire Site - Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_

Average Per Cent Slope of Entire Site: \_\_\_\_\_

Area of Proposed Lots - Smallest: \_\_\_\_\_sf Largest: \_\_\_\_\_sf Average: \_\_\_\_\_sf

***Special Conditions:***

Indicate the most significant or severe floor zone and geologic hazard or hazards found on the project site. (Consult 1982 FEMA Flood Insurance Rate Map and 1988 City of Belmont Geologic Hazard Policy Maps.)

Flood Zone: \_\_\_\_\_

Geologic Hazards: \_\_\_\_\_

***Findings:***

In order to approve a request for Lot Line Adjustment, the Director of Planning and Community Development must determine that the project conforms to the Belmont zoning and building codes. Please indicate how the parcels conform:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Belmont Permit Center LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS



***Lot Line Adjustment Plan*** – In addition to the required application forms and exhibits, a *Lot Line Adjustment Plan* must have the following data indicated on the map or on separate sheets, as appropriate. Copies of all application forms are available in the Belmont Permit Center or on-line at [www.belmont.org](http://www.belmont.org).

- Name and address of record owner and applicant.
- Name, address and license number of licensed land surveyor, registered civil engineer or other qualified professional who prepared the lot line adjustment plan.
- Date, north point, (generally “up” on the map) and scale. Minimum map size eleven inches by seventeen inches (11 x 17).
- Sufficient data to define the existing and proposed boundaries of the subject lots.
- The dimensions of all existing and proposed lots, including the approximate radii of all curves.
- The lot areas for all proposed lots not rectangular in shape
- Width, approximate location and purpose of all existing and proposed easements.
- The width and name of all abutting streets, highways, alleys and other rights-of-way.
- Building setback lines.
- The approximate location of areas subject to inundation by storm water overflow.
- The location and outline to scale of each existing building or structure including underground utilities within the subject lots, noting thereon whether or not such building or structure is to be removed from or remain, and its existing and proposed future use.
- The locations of existing fences, ditches, wells, pumps, cesspools, reservoirs, sewers, culverts, drain pipes, underground structures, utility lines within the subject lots, noting thereon whether they are to be abandoned or used.
- A legal description of the proposed lots.
- Existing and proposed use or uses.



## **PROPERTY OWNER AFFADAVIT**

**Application No.:** \_\_\_\_\_  
(Office Use)

***Site Address:*** \_\_\_\_\_

***Project Description:*** \_\_\_\_\_

***Property Owner Name:*** \_\_\_\_\_

**I. OWNERSHIP**

I hereby declare that I am the owner of the property involved in this application.

\_\_\_\_\_  
(Owner's Initials)

**II. NOTICE LIST**

I hereby declare that the list submitted with this application for public notification contains the names and addresses of all persons who own property within 300 feet from the exterior boundaries of the subject property, as they appear on the latest available assessment roll of the City.

\_\_\_\_\_  
(Owner's Initials)

**III. FLOOR AREA AND GRADING**

I hereby declare that the information provided on project Floor Area and Grading are accurate to the best of my knowledge and belief. I further acknowledge that revisions to these calculations in the building permit review process may cause the zoning approval granted to the project to be invalid, and that a revised zoning application may be required.

\_\_\_\_\_  
(Owner's Initials)

**IV. NEIGHBORHOOD OUTREACH**

I hereby declare that I have submitted and will implement a Neighborhood Outreach Strategy with the objective of fostering a dialogue with my neighbors of the proposed project and its possible effects on the neighborhood.

\_\_\_\_\_  
(Owner's Initials)

**V. ACCURACY OF INFORMATION**

I hereby acknowledge that all statements, responses and information submitted in support of this application are true and correct to the best of my knowledge and belief. I further acknowledge that if it is determined that any information related to the project description, specifications, or dimensions; proposed use; or other aspects of the project is false or inaccurate for any reason, the City of Belmont may deem the application invalid or incomplete, at its own discretion.

\_\_\_\_\_  
**Property Owner's Signature**

\_\_\_\_\_  
**Date**

Oct. 2004