

Guide

Applying for a **Boundary Adjustment / Lot Merger**

What is it?

A Boundary Adjustment or Lot Merger is a procedure to change the boundary line(s) between parcels, while not creating any new parcels.

When is a Boundary Adjustment required?

A Boundary Adjustment is required before portions of a parcel can be transferred between adjacent property owners.

Often, a Boundary Adjustment is used to clarify or resolve a boundary dispute. In some cases a property owner will seek a Boundary Adjustment to increase or alter the dimensions of a lot in order to obtain a higher land use density.

A Boundary Adjustment may also be used to acquire necessary land in order to comply with building code or fire safety standards.

A Lot Merger may be used to merge two or more substandard parcels together to create a parcel large enough to become a building site.

Who approves this application?

The Planning Director.

What is the process?

1. **Pre-Application** – Talk to a Planning Department staff member to determine what materials you need to prepare.
2. **Application Filing** – Submit the required applications and materials to the Planning Department. You must contact the Planning Department and set up an appointment with a Senior Planner to review the proposed application.
3. **Staff Review** – Planning Department staff will review the materials to ensure that the proposed project meets the minimum zoning requirements. Staff will visit the site and may

write a brief report with recommendations to the Planning Director.

4. **CEQA Review** – Generally applications of this type are exempt from the California Environmental Quality Act (CEQA). However there may be exceptions depending on the project, and further environmental review and time may be necessary at additional cost
5. **Administrative Review and Decision** – Based on your application and staff recommendations, the Planning Director will render a decision within 2 weeks to approve, conditionally approve, or deny your request. A written response will be mailed to you 2 days later.
6. **Appeal Period** – There will be a 10-day appeal period, after which time the Planning Director's action will be final, unless a written appeal is filed with the Board of Supervisors.

What must I submit?

- A complete **Standard Application** form signed by the property owner.
- A complete **Application Supplement Boundary Adjustment / Lot Merger** form.
- A filing fee of **\$650**.
- A plot plan drawn to a reasonable scale. A sample plot plan is included at the back of the **Application Supplement Boundary Adjustment / Lot Merger** form.
- A brief written statement explaining the reasons for the proposed Boundary Adjustment or Lot Merger.
- Any additional materials requested by the Planning Department.

Alameda County Planning Department

224 West Winton Avenue, Room 111, Hayward, CA 94544

Phone: (510) 670-5400 Fax: (510) 785-8793 Web: <http://www.acgov.org/cda/planning>

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How long is the process?

In most cases, the Planning Director will make a decision within one to two weeks, upon receipt of a complete application. An appeal will add approximately two months to the processing time. More time will be needed if the Planning Director's decision is appealed.

What is the filing fee?

The filing fee covers the cost of processing the Boundary Adjustment / Lot Merger request.

What information should I include on my Boundary Adjustment / Lot Merger Map?

Remember that the map that you submit to the Planning Department will ultimately be the map that you record and the Alameda County Recorders Office. To be able to record the map, the map must be neat, legible, and accurate. It is recommended that a licensed surveyor or civil engineer prepare the Boundary Adjustment or Lot Merger map. The following items must be included on the map.

- **Signatures of record owners of each parcel.**
- **Full Name, Mailing Address, Day Phone and Fax (if any) of record owners of each parcel.**
- **Assessor's Parcel Number(s) and Parcel Address of each parcel.**
- **Date.**
- **North Arrow and Scale:** Minimum scale is 1" = 100'.
- **Existing Boundaries:** Show dimensions in distance and bearing of each existing parcel. Indicate area in square feet or acres.
- **Proposed Boundaries:** Show dimensions in distance and bearing of each proposed parcel. Indicate area in square feet or acres.

- **Easements:** Show location and type of all existing and proposed easements.
- **Buildings and Structures:** Show dimensions and location of any existing buildings and other construction to remain in place on each parcel.

Is there a public hearing?

No. A public hearing is not required for a Boundary Adjustment or Lot Merger.

How is my map recorded?

Once the Planning Director approves the Boundary Adjustment or Lot Merger, the applicant will receive a copy of the approved Exhibit "B," and a notarized document stating that the map is approved. It is up to the applicant to record the document (map) at the County Recorders Office, located at 1106 Madison Street (1st floor), Oakland, California. The Recorders Office phone number is (510) 272-6362.

What if my application is denied?

You, or another interested party, may appeal the Planning Director's decision to the Board of Supervisors, who will reconsider your request at a public hearing. The Board of Supervisors decision is final.

How is an appeal filed?

Any person, who is not satisfied with the decision, may appeal the action to the Clerk of the Board of Supervisors within 10 calendar days of the decision. To appeal, you must file an appeal letter and submit a fee (\$250 for applicant or other interested parties) to the Board of Supervisors, which will then set a date for a public hearing to consider the appeal.

The Alameda County Board of Supervisors generally holds hearings on planning and zoning matters on the 1st Thursday of the month at 9:00 a.m. in the Board of Supervisors chambers, 5th floor, 1221 Oak Street, in Oakland.

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Boundary Adjustment / Lot Merger Application Supplement

Boundary Adjustment / Lot Merger

- For complete filing instructions, see the **Standard Application** form.
- For general procedures and guidelines, read the handout “*Applying for a Boundary Adjustment / Lot Merger*”
- You must make an appointment with a Planning Department staff member to determine if materials or information (in addition to those listed below) are needed to evaluate your project.
- If you have any questions, please call (510) 670-5410.

1. Applicant Name: _____
2. Site address and location: _____
3. Contact the Planning Department at (510) 670-5410 to make an appointment with a Senior Planner to submit the following materials to the Alameda County Planning Department (Zoning Counter) at 399 Elmhurst Street, Hayward, California. **We will not accept incomplete applications.** Please use the following checklist to ensure the application is complete.

Required

Standard Application form.

Application Supplement: *Boundary Adjustment / Lot Merger* form.

Filing Fee: \$650. Make check payable to “**Treasurer, County of Alameda.**”

Boundary Map: Please submit the following copies of the Boundary Map showing all details and information listed in the Guide: *Applying for a Boundary Adjustment / Lot Merger*.

4 black line or blue line prints of each sheet, folded to 8.5” x 11.”

- Signatures of record owners of each parcel.
- Signed, current stamp of a State of California Licensed Engineer or Land Surveyor.
- Full Name, Mailing Address, Day Phone and Fax (if any) of record owners of each parcel.
- Assessor’s Parcel Number(s) and Parcel Address of each parcel.
- Date.
- North Arrow and Scale: Minimum scale is 1” = 100’.
- Existing Boundaries: Show dimensions in distance and bearing of each existing parcel.
Indicate area in square feet or acres.
- Proposed Boundaries: Show dimensions in distance and bearing of each proposed parcel.
Indicate area in square feet or acres.
- Easements: Show location and type of all existing and proposed easements.
- Buildings and Structures: Show dimensions and location of any existing buildings and other construction to remain in place on each parcel.

Vicinity Map: Show location of proposed boundary adjustment / lot merger in relation to major thoroughfares.

Written Statement: On an attached sheet, briefly explain the reasons for the proposed Boundary Adjustment or Lot Merger.

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Other Information requested by Planner: _____

Call for appointment to meet with a Senior Planner for submittal.

Applicant Signature verifying that the applicant understands the application process:

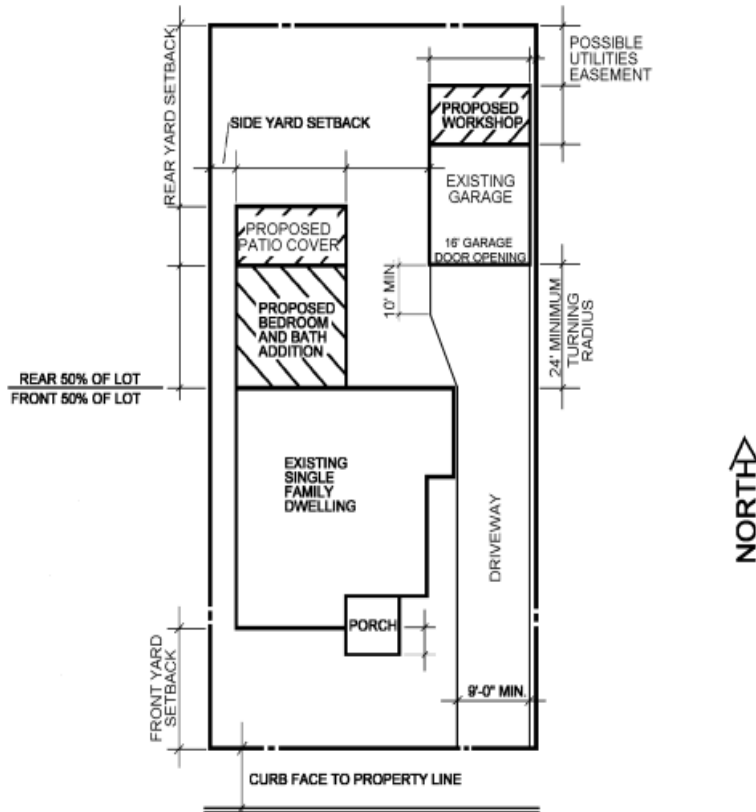
Applicant Signature

Date

Sample Site Plan

Site Plan should include the following:

1. North direction arrow.
2. Scale. You must use 1 inch = an even number of feet (i.e. 20 feet, 40 feet, 100 feet, or 600 feet depending on the size of your property).
3. Boundaries of the parcel, including dimensions (you may need a plot map of your property).
4. Location, dimensions, and purpose of rights-of way and easements within the property.
5. Location, dimensions, and use of all existing and proposed structures.
6. Distances of existing and proposed structures from all property lines, from rights-of way, easements, and other structures.
7. Location and dimensions of all proposed and existing roads, driveways, parking areas, patios, decks, walkways, and other impervious (paved) area(s).
8. Location of any surface water (streams, culverts, drainage ways), or any distinguishing land features such as slopes within or adjacent to the parcel.
9. Vicinity map.



TYPICAL PLOT PLAN DETAIL

Revised 9/08

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