



City and County of San Francisco

San Francisco Public Works · Bureau of Street Use and Mapping

Office of the City and County Surveyor

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## LOT LINE ADJUSTMENT APPLICATION MATERIALS

**To increase efficiency and reduce paper consumption, the Office of the City and County Surveyor requires that all project applications be submitted electronically.\***

- Paper applications will be returned to project applicants.
- As our applications are currently being updated, disregard application language which calls for paper submittal.
- Applications must be entirely complete or will be rejected.
- Application re-submittals are subject to an additional \$250.00 administrative fee.
- Electronic file size submittal in any one email is limited to 20 megabytes. (Multiple emails or “Zip” files may be used.)
- Digital media is accepted by post or messenger delivery.
- Submit each application document as a separate PDF file. (Do not bundle multiple documents into one PDF.)
- Document file naming convention should reflect the name of the document as found in the application checklist.
- **\*Note: All documents requiring notarized signature must be submitted in both electronic and original hardcopy format.**
- *All checks that are submitted to Public Works Mapping Department are required to be submitted with an Assessor Parcel Number (APN) and subject property address written on the face of the check. If a check is submitted without the APN and property address then the submittal will be considered incomplete and subject to an additional \$250 fee for resubmittal.*
- *It is the policy of Public Works Mapping Department that every project has a single point of contact. All correspondence with Public Works Mapping Department must come through the Project Surveyor.*

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**WEBSITE: [SFPUBLICWORKS.ORG/SERVICES/SUBDIVISIONS-AND-MAPPING](http://SFPUBLICWORKS.ORG/SERVICES/SUBDIVISIONS-AND-MAPPING)**

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**A. APPLICANT'S CONTACT INFORMATION**

Property Address: \_\_\_\_\_

For DPW-BSM use only  
ID No.:

Assessor's Block: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

<b>Owner:</b>			
Name:			
Address:			
Phone:		E-mail:	
<b>Attorney's Information: (If Any)</b>			
Name:			
Address:			
Phone:		E-mail:	
<b>Surveyor preparing the subdivision map:</b>			
Name:			
Address:			
Phone:		E-mail:	
<b>Subdivider: (If different from owner)</b>			
Name:			
Address:			

Number of Existing Lots in Project: \_\_\_\_\_

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**B. LOT LINE ADJUSTMENT APPLICATION CHECKLIST**

**Check the following items enclosed where applicable:**

Submitted per guidelines and in this order?		Official Use Only:	No.	Item Description and Order	Total of copies	Which and how many of total required items are needed for each agency?		
Yes	No	OK?				DPW	DCP	DBI
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Application for Lot Line Adjustment. [All Owners must sign and have their signatures notarized]	2	1	1	1*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Exhibit A: Legal Description of existing parcels. *	2	1	1	1*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	Exhibit B: Legal Description of new parcels. *	2	1	1	1*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Exhibit C: A drawing showing how the lot line is to be adjusted.* (It must correspond to the legal descriptions)	2	1	1	1*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	Exhibits A, B and C must be prepared and stamped by a licensed land surveyor.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	Processing Fee: (\$ ) See current fee schedule (A check or money order, made payable to Department of Public Works.)	1	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	Preliminary Title Report for all existing parcels. (dated within 6 months of the submittal of the application)	1	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.	Current Tax Certificate for all subject lots. <b>(do not submit until requested)</b>	1	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.	3R Report for existing <b>residential</b> properties, only.	2	1	1	1*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.	1 Set of photographs of the subject property and 2 sets of copies, showing both the front and back views.	2	1	1	1*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.	Vesting Deeds of: <input type="checkbox"/> Subject properties and <input type="checkbox"/> Adjoiners deeds	1	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12.	Electronic Closure Calculations	1	1		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13.	Draft Proposition "M" Findings demonstrating consistency with Eight Priority General Plan Policies [Planning Code Sec. 101.1(b)]	2	1	1	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14.	Department of Building Inspection Packet (if required, see Form No. 2)	1			1*

**\* ADDITIONAL COPY TO DBI – SEE REQUIREMENTS ON FORM NO. 2**

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**CITY OF SAN FRANCISCO  
DEPARTMENT OF PUBLIC WORKS**

**C. APPLICATION**

I (We), the undersigned property owner(s) or the owner’s authorized agent request that the City of San Francisco approve a Lot Line Adjustment pursuant to Section 66412(d) of the Subdivision Map Act for the property herein described:

Parcel 1 \_\_\_\_\_  
(Street Address)

Parcel 2 \_\_\_\_\_  
(Street Address)

Exact legal description (Lot, Block and Tract) of said property being:

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

The requested Lot Line Adjustment is as follows:

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

A map showing the parcel boundaries as they exist subsequent to the approval of this adjustment and revised legal descriptions are attached hereto.

I, (We), \_\_\_\_\_  
(Print or Type Name in Full)

\_\_\_\_\_  
(Print or Type Name in Full)

declare under perjury, that I am (we are) the owner(s) [authorized agent of the owner(s)] of the property that is the subject of this application, that the statements herein and in the attached exhibits present the information required for this application, and that information presented is true and correct to the best of my (our) knowledge and belief.

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

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

**\*Note:** *Attach a California Civil Code 1189 compliant notary acknowledgment.*



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**D.EXHIBITS**

**EXHIBIT "A"**  
**EXISTING PARCEL DESCRIPTIONS**

APN 26 (385 OR 0688)

All the real property situated in the City and County of San Francisco, State of California, described as follows:

BEGINNING at a point on the Southwesterly line of Key Avenue, distant thereon 185 feet Northwesterly from the Northwesterly line of Keith Street; thence Northwesterly along said Southwesterly line of Key Avenue 40 feet; thence at a right angle Southwesterly 100 feet; thence at a right angle Southeasterly 40 feet; thence at a right angle Northeasterly 100 feet to the point of Beginning.

Being a portion of Lot 3, in Block 51, Paul Tract Homestead Association, as per map thereof, filed May 16, 1871 in Book "C" and "D" of Maps, page 49, in the Office of the Recorder of the City and County of San Francisco, State of California.

APN 27 (345 OR 9120)

All the real property situated in the City and County of San Francisco, State of California, described as follows:

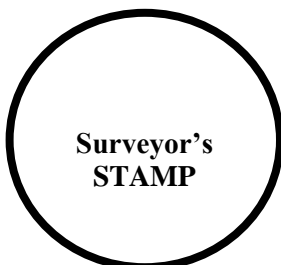
BEGINNING at a point on the Southwesterly line of Key Avenue, distant thereon 150 feet Northwesterly from the Northwesterly line of Keith Street; thence Northwesterly along said Southwesterly line of Key Avenue 35 feet; thence at a right angle Southwesterly 100 feet; thence at a right angle Southeasterly 35 feet; thence at a right angle Northeasterly 100 feet to the Point of Beginning.

Being a portion of Lot 3, in Block 51, Paul Tract Homestead Association, as per map thereof, filed May 16, 1871 in Book "C" and "D" of Maps, page 49, in the Office of the Recorder of the City and County of San Francisco, State of California.

**Note to applicant:**

APN: Assessor's parcel number

These descriptions are for sample purposes only and are meant to be used as a guideline



**EXHIBIT “B”**  
**NEW PARCEL DESCRIPTIONS**

Parcel A

APN 31 (Former APN 26 and prtn. 27)

All the real property situated in the City and County of San Francisco, State of California, described as follows:

BEGINNING at a point on the Southwesterly line of Key Avenue (50 feet wide), distant thereon 175 feet Northwesterly from the Northwesterly line of Keith Street (80 feet wide); thence Northwesterly along said Southwesterly line of Key Avenue 50 feet; thence at a right angle Southwesterly 100 feet; thence at a right angle Southeasterly 50 feet; thence at a right angle Northeasterly 100 feet to the point of beginning.

Being a portion of Assessor’s Block Number 5474.

Containing 5000+/- Square Feet

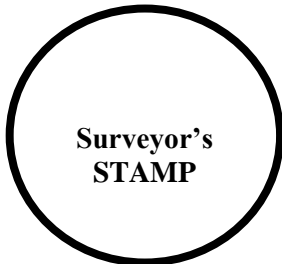
*Note: each new parcel description on a separate sheet*

**Note to Applicant:**

APN: Assessor’s parcel number

Leave APN number blank on Exhibit B. New numbers will be assigned by the Assessor’s Office

These descriptions are for sample purposes only and are meant only to be used as a guideline



**EXHIBIT "B"**  
**NEW PARCEL DESCRIPTIONS**

Parcel B

APN 32 (Portion of former APN 27)

All the real property situated in the City and County of San Francisco, State of California, described as follows:

BEGINNING at a point on the Southwesterly line of Key Avenue (50 feet wide), distant thereon 150 feet Northwesterly from the Northwesterly line of Keith Street (80 feet wide); thence Northwesterly along said Southwesterly line of Key Avenue 25 feet; thence at a right angle Southwesterly 100 feet; thence at a right angle Southeasterly 25 feet; thence at a right angle Northeasterly 100 feet to the Point of beginning.

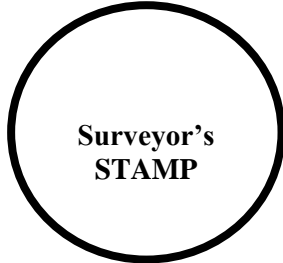
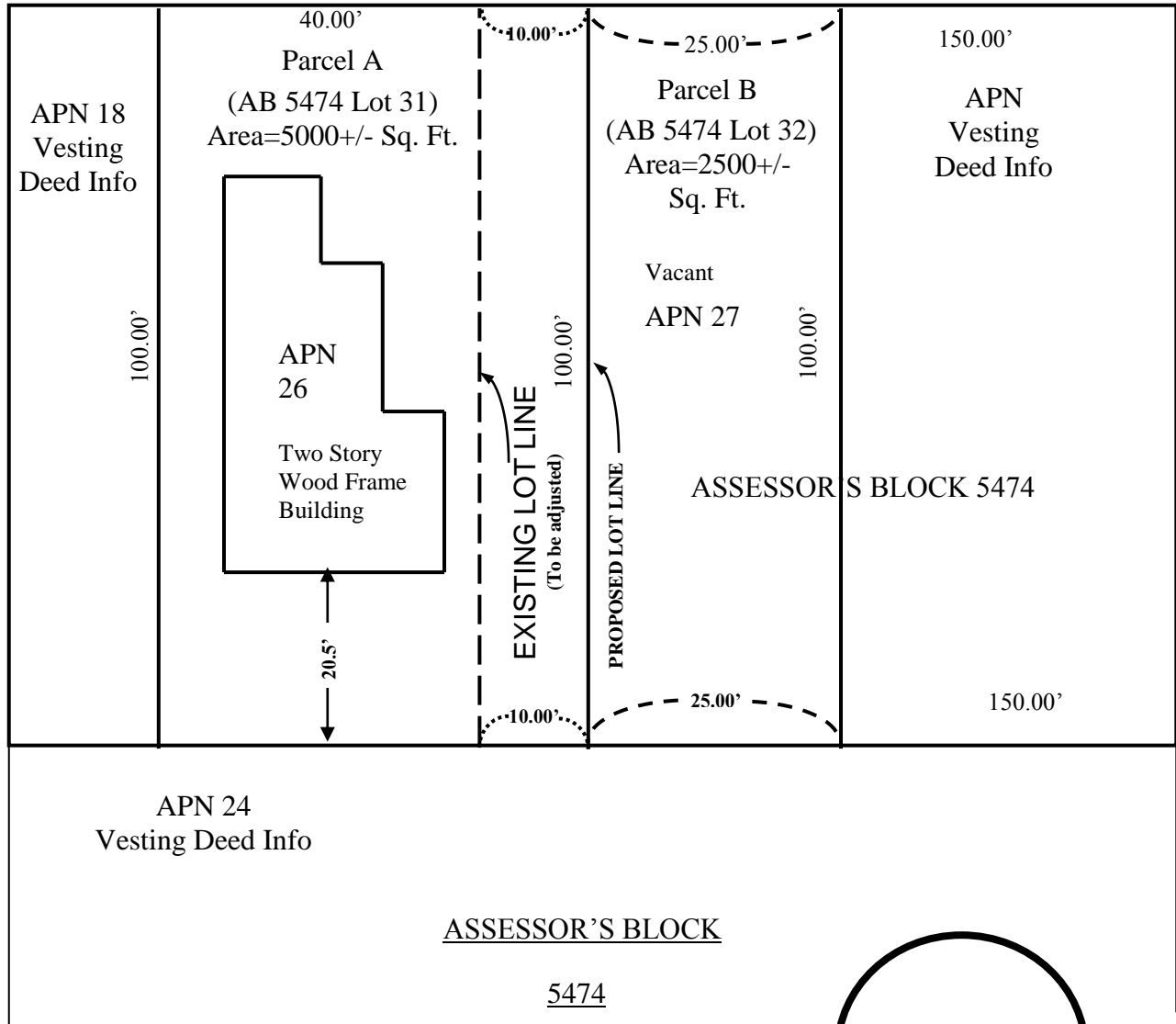
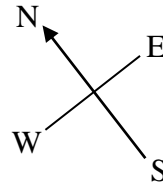
Being a portion of Assessor's Block Number 5474.

Containing 2500+/- Square Feet

**EXHIBIT C**

Plan to Accompany Legal Description "B"

Key Avenue  
(50 feet wide)



Note to Applicant:  
This drawing is for sample purposes only and is meant only to be used as a guideline.

**E. FORM NO. 1**

**Form No. 1**

*Proposition "M" Findings Form*  
**The Eight Priority Policies  
of Section 101.1 of the San Francisco Planning Code**

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

City Planning Case No. \_\_\_\_\_ *(if available)*

Address \_\_\_\_\_

Assessor's Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Proposal: \_\_\_\_\_

**EIGHT PRIORITY GENERAL PLAN POLICIES**

As a result of the passage of Proposition M (Section 101.1 of the San Francisco Planning Code), findings that demonstrate consistency with the eight priority policies of Section 101.1 must be presented to the Department of City Planning as part of your project application review for general conformity with San Francisco's General Plan.

Photographs of the subject property are required for priority policy review and must be submitted as part of the application.

**INSTRUCTIONS TO APPLICANTS:** Please present information in detail about how your application relates to each of the eight priority policies listed below. The application will be found to be incomplete if the responses are not thorough. Use a separate document and attach if more space is needed.

1. That existing neighborhood-serving retail uses be preserved and enhanced and future opportunities for resident employment in and ownership of such businesses enhanced;

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2. That existing housing and neighborhood character be conserved and protected in order to preserve the cultural and economic diversity of our neighborhood;

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3. That the City's supply of affordable housing be preserved and enhanced;

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4. That commuter traffic not impede Muni transit service or overburden our streets or neighborhood parking;

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5. That a diverse economic base be maintained by protecting our industrial and service sectors from displacement due to commercial office development, and that future opportunities for resident employment and ownership in these sectors be enhanced;

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6. That the City achieve the greatest possible preparedness to protect against injury and loss of life in an earthquake;

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7. That landmarks and historic buildings be preserved; and

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8. That our parks and open space and their access to sunlight and vistas be protected from development.

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

F. FORM NO. 2

Form No. 2

**Submit this Form if an existing building occupies the property: it is not required if Lot Line Adjustment is only for merging adjoining lots.**

*Department of Building Inspection Requirements*

Property Address: \_\_\_\_\_

Assessor's Block: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

**Submit a separate check payable to Department of Building Inspection. Form number 2 will be forwarded to DBI, it is important to be sure it is complete. Photos and Architectural floor plans should be attached if they are available. DBI reviews for building code compliance mainly fire rating, they will require the following information:**

Building Inspection Fees \_\_\_\_\_ **See Current [Fee Schedule](#)** \_\_\_\_\_

Area of Wall(s) = (Length X Height) \_\_\_\_\_

Area of ALL Openings (Total) \_\_\_\_\_

Construction material – what is the wall(s) made of \_\_\_\_\_

Pictures detailing above \_\_\_\_\_

Architect floor plans (if available) \_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_