



Development Services Department  
 Engineering - Land Development  
 311 Vernon Street  
 Roseville, California 95678-2649

## Lot Line Adjustment/Voluntary Merger Document Submittal Checklist

### Process:

Lot Line Adjustment or Voluntary Merger applications must include all the documents listed below in an electronic format, i.e. \*.pdf, \*.xls, \*.dwg, etc. Applications will be reviewed for completeness within one (1) business day of submittal. Upon acceptance of the application as complete, City staff will review the submitted documents. Review comments for a Lot Line Adjustment or Voluntary Merger can be expected in approximately twenty (20) business days for the first review, fifteen (15) business days for second review, and ten (10) business days for any additional reviews, however, it is dependent upon the number of applications before the City. ***Applications submitted without the required documents and payments are not required to be accepted for processing.***

Required Documents	Electronic Submittal Document Type
Map Review Application Form	Documents
Electronic/Digital Signature Disclosure Form*	Documents
Conditions of Approval	Documents
A Completed Owner Consent Form	Documents
Transfer Deeds w/ Descriptions	Documents
Signed Concurrent Review Application Form**	Documents
Preliminary Title Report ( <b>NO OLDER THAN 6 MONTHS</b> )	Documents
Legal Description of the Proposed New Property Boundary w/ Exhibit Map (stamped and signed by Surveyor w/ 1/2" vertical margins on each side)	Plans
Boundary Closure Calculations	Technical Documents

\* One form required for each different signature on the application form.

\*\* Only applicable when submitting an Improvement Plan for review concurrent with Planning Entitlement Review.

### Required Payments:

- Lot Line Adjustment/Voluntary Merger Fee = \$307 for each adjusted lot line
- Surveyor Fee = \$150
- Technology Fee = 3% of Plan Check & Inspection Deposit