



CITY HALL
10300 TORRE AVENUE
CUPERTINO, CA 95014
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PUBLIC WORKS DEPARTMENT

City of Cupertino Department of Public Works
INSTRUCTIONS FOR
LOT LINE ADJUSTMENT

1. Application to consist of:
 - A. Completed form
 - B. Application fee (see fee schedule for current rate)
 - C. Provide a preliminary Title Report or Grant Deed for each lot
 - D. Provide a Legal Description – A legal description is required for each parcel before and after the line is adjusted. All legal descriptions must be prepared, reviewed and approved by a licensed land surveyor or registered Civil Engineer including signature, stamp, and expiration date (4 copies required). The legal description of the “before” condition shall be labeled “Exhibit B”. The legal description of the “after” condition shall be labeled as “Exhibit C”.
 - E. Provide maps – An 8-1/2 x 11 plot plan is required showing all parcels. Dimensions of the original boundaries must be shown. Label all existing and proposed lines on the plat. (4 copies required). The plat shall be labeled as “Exhibit A”.

Include closure calculations on all lots.

Include on map all existing structures and their distance from the property lines must be shown.

Include on map the area in square feet of all floors of all existing structures to remain, including house, garage, shed, etc.

2. Escrow Instructions to include:
 - A. All lienholders must sign the grant deed.
 - B. Grant Deed must be recorded. If grant deeds are not recorded within 12 months, the lot line adjustment will be null and void.
 - C. Building Permits – A building permit cannot be issued until grant deeds are recorded for each parcel.
 - D. Record of Survey – A record of survey must be performed if required by Section 8762 of the Business and Profession Code.