



CITY OF PALO ALTO

This checklist must be completed and accompany application submittal.

DATE: _____ C of C#: _____ APN: _____

PROPERTY ADDRESS: _____ ENGINEER / SURVEYOR: _____

- _____ **LOT LINE ADJUSTMENT** - Lots must be same owner or create transfer prior to lot line adjustment.
- _____ **LOT LINE CONFIRMATION** - Must submit chain of title with a summary sheet (grantor-grantee by date of conveyance)
- _____ **LOT LINE ADJUSTMENT / LOT MERGER** – Only 4 lots can be merged and must be the same owner.
- _____ **PUBLIC UTILITY EASEMENTS** - circle one of the following: 1. NEW 2. VACATION 3. ABANDONMENT
- _____ **OTHER** - _____

1. _____ **ALL DOCUMENTS MUST BE LEGIBLE**
2. _____ **SUBMIT TITLE REPORT** (must be dated within three (3) months of submittal). Date: _____
3. _____ **CLOSURE SHEET** – If there are multiple lots/PUE’s label each to match plat/descriptions of closure sheet.
4. _____ **PROPERTY DESCRIPTION AND PLAT ON 8 1/2 X 11" PAPER SIZE**
 - _____ A. Typically label the Description as EXHIBIT A and Plat as EXHIBIT B.
 - _____ B. Correct title for LLA, LLC, LLA/LM AND PUE.
5. _____ **SUBMIT RECORD DATA USED TO CREATE PLAT & DESCRIPTION**
 - _____ A. Record Map (s) called for. Submit full size copies and all pages of maps and documents referenced.
 - _____ B. Record Deed (s) need official version with book and page information shown.
6. _____ **PROPERTY DESCRIPTION MATCHES PLAT**
 - _____ A. Bearings and distances on description and plat match closure sheet.
 - _____ B. Calls made correct.
 - _____ C. Final description of Parcel or PUE.
7. _____ **LEGEND / NOTES / MISC.**
 - _____ A. The following statements must be shown on Plat “Plat to Accompany Property Description”.
and on the description: “Said lands are shown on attached plat Exhibit B and made a part hereof.”
 - _____ B. Documents used must have the associated recording information shown with book, page and recording date.
 - _____ C. North Arrow Border Scale Scale match? (yes/no)
 - Legend
 - _____ D. Street widths shown and dimension to centerline. Must show ‘CL’ for centerline on of right-of-way on plat.
 - _____ E. Must show all Encumbrances of Record on plat. Encumbrances must be labeled with instrument number.
 - _____ F. AREA (Check closure sheet). Area to be shown in square feet and acres on Plat and/or Description.
 - _____ G. Must show: Assessor’s Parcel LOT #s BLOCK ADDRESS
Number
 - _____ H. Curve Data Length Radius Central Angle Radial Bearing Non-Tangent or Tangent
 - _____ I. P.O.B. to be shown on plat for each Parcel and/or PUE.
 - _____ J. The following statement shall be placed on description for PUE’s if the word Parcel is used to define the PUE’s.
“This easement is not a subdivision and creates no new parcel.”
 - _____ K. Lot Line Confirmation and Lot Line Adjustment must have a chain of title and summary included.
8. _____ Flood Zone Statement to be shown on plat. Submit associated documentation regarding flood zone.
9. _____ Must have a revision date shown and updated each time documents are resubmitted.
10. _____ Wet stamp & sign Description and all plat (S) (P.L.S. ACT 411). CE to be 33,965 or less 1-1-1982.
11. _____ Once approved, must submit an AutoCAD file compatible with the City for GIS filing.
12. _____ Additional requirements may be needed from Utilities for PUE’s, please call them to find out their requirements.
13. _____ Additional requirements may be needed from other departments, please call them to find out their requirements.

If you have any questions, please call Public Works Engineering/Survey at 650-496-6952 or 650-496-6953.