



**CONTRA COSTA COUNTY Department of
Conservation and Development Community
Development Division**

ADMINISTRATIVE REVIEW APPLICATION

TO BE COMPLETED BY OWNER OR APPLICANT

PROPERTY OWNER(S)		APPLICANT		
Name		Name		
Address		Address		
City, State/Zip		City, State/Zip		
Phone email		Phone email		
By signing below, owner agrees to pay all costs, including any accrued interest, if the applicant does not pay costs. <input type="checkbox"/> Check here if billings are to be sent to applicant rather than owner. Owner(s) Signature(s) _____		By signing below, applicant agrees to pay all costs for processing this application plus any accrued interest if the costs are not paid within 30 days of invoicing. Applicant's Signature _____		
CONTACT PERSON (optional)		APPLICATION TYPE		
Name		<input type="checkbox"/> Lot Line Adjustment		
Address		<input type="checkbox"/> Certificate of Compliance		
City, State/Zip		<input type="checkbox"/> Other:		
Phone email		Instructions on reverse side of this form		
Project description (attach supplemental statement if necessary):				
↓ FOR OFFICE USE ONLY ↓↓ FOR OFFICE USE ONLY ↓↓ FOR OFFICE USE ONLY ↓				
Project description:				
Property description:				
Ordinance Ref.:	TYPE OF FEE	FEE	CODE	Assessor's #:
Area:	Base Fee/Deposit Lot Line Adjustment	\$500.00	S-032	Site Address:
Fire District:	*Base Fee/Deposit Certificate of Compliance	\$1,000.00		Zoning District:
Sphere of Influence:	*Base Fee/Deposit Other:	\$	S-	Census Tract:
Flood Zone:	Notification Fee	15.00 / 30.00	S-052	Atlas Page:
x-ref Files:				Supervisory District:
Concurrent Files:				Received by:
	TOTAL	\$		Date Filed:
	Receipt	#		File #
	*Additional fees based on time and materials will be charged if staff costs exceed base fee.			

INSTRUCTIONS ON REVERSE

CONTRA COSTA COUNTY

Department of Conservation and Development
Community Development Division
Application and Permit Center

30 Muir Rd.,
Martinez, CA 94553
925-674-7200

Other required submittals for your Lot Line Adjustment application

1. \$50.00 per adjusted parcel line (\$500 minimum)
 2. Site plan drawn to scale of subject properties, showing dimensioned, labeled lot line (existing and proposed) with yard dimensions to all existing structures and improvements (e.g., wells, septic tanks, leach fields, fences, etc.). Land area to be transferred and resultant net parcels' sizes shall be indicated.
 3. A statement from applicant/engineer stating reason(s) for lot line adjustment request identifying subject parcels by ownership, street address and assessor's tax number
 4. A statement from all affected property owners indicating acceptance of lot line adjustment, as submitted
 5. "Important Notice to Applicants" form signed and dated
-

Other required submittals for your Certificate of Compliance application

1. Chain of title* of property to at least 1947
 2. Plot plan drawn to scale showing improvements on property
 3. Letter from current property owner indicating whether he/she had any actual knowledge of a violation of the Subdivision Map Act or the County Subdivision Ordinance. (Reference: Government Code Sections 66412.6 and 66499.35)
 4. "Important Notice to Applicants" form signed and dated
-

* A chain of title consists of copies of the recorded grant deed(s) of a property

Applicant Verification

I verify that all submitted information, as indicated by my signature, is complete and accurate; and further acknowledge that, should it be found that any of the information is incorrect or incomplete, it may result in increased processing times and/or costs. I also acknowledge that all staff costs are borne by the applicant; and if necessary, additional deposits will be required.

Print Name

Signature

Date