



LOT LINE ADJUSTMENTS SUBMITTAL CHECKLIST

- **What is this handout?** This handout describes the main submittal requirements for Lot Line Adjustments per SMMC 26.58.010.
- **The Planning Division will review all proposed Lot Line Adjustments for conformity with these primary Land Use Development Standards:**
 - Lot Width
 - Lot Coverage
 - Parking requirements
 - Lot Size
 - Driveway Width (Minimum)
 - Fence regulations
 - Setbacks
 - Vehicle backup distance
 - Permitted land uses
 - Daylight plane
 - Maximum Permitted Floor Area
- **Plan Submittal Requirements for Planning Division Review:**

Please submit the following items for review:

Plan Submittal Requirement	Plan Submittal Requirement Description	
Title Report	Current (less than one-year old) preliminary title report that lists the current owners of the property.	<input type="checkbox"/>
Parcel Data	<ul style="list-style-type: none">• Existing and Proposed Lot sizes for all lots• Existing and Proposed Lot width for all lots• Existing floor area for all structures	<input type="checkbox"/>
Site/Plot Plan	<ul style="list-style-type: none">• All existing and proposed dimensioned property lines.• North arrow and scale.• Adjacent streets drawn and dimensioned to the centerline of the street, showing sidewalks or curb line. Label the distance between the back of the sidewalk or curb and the property line.• Location and identification of items of obstruction on sidewalks and curbs, such as fire hydrants, utility meters and utility poles.• Existing and/or proposed driveways and walkways with width of all paved areas.• All required parking spaces.• Location, dimension and type of easements.• Footprint and overhangs or projections (eaves/bay windows) for all structures located on the site. Include all accessory structures, covered patios, covered porches, carports, outdoor mechanical equipment, and any structures with walls and/or a roof on the property.• All existing and required yard setbacks illustrated to the first and second floors and all detached structures• Distance between structures.• All existing and proposed fencing or retaining walls including height and location	<input type="checkbox"/>

Plan Submittal Requirement	Plan Submittal Requirement Description	
Floor Plans	Overall exterior dimensions and individual room dimensions for all levels and stories.	<input type="checkbox"/>
Elevations	<ul style="list-style-type: none"> • All existing structures. • Daylight Plane, drawn and dimensioned from the property lines, for a single-family residence, accessory structure or duplex (see SMMC 27.18.050b). • Grade elevation where the height is measured and finished floor elevations. • Building plate height measured from existing grade to top of building plate line. This height is measured from existing grade at any point along the perimeter of a building, to the highest plate line of the structure directly above that point, regardless of whether that point is on the same plane as the building where it touches the ground. • Building total height measured from existing grade to top of building roof peak. 	<input type="checkbox"/>
Floor Area Calculations	Provide a single plan sheet showing the floor area calculations with blocked-out areas and calculations for each block to the tenth decimal point for all lots.	<input type="checkbox"/>
Full Site Survey	The survey is required to illustrate the legal boundaries, dimensions of all property lines, easements, right-of-way, creeks, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/ structures, tree trunks, tree species (if possible) and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building height and daylight planes are measured. The site survey is required to be stamped and signed by a Land Surveyor licensed by the State of California	<input type="checkbox"/>

For more information, please see San Mateo Municipal Code [26.58 – Lot Line Adjustments](#)