



LOT LINE ADJUSTMENT OR PARCEL MERGER
Application Submittal Checklist

The following materials are required at minimum in order to submit an application for a lot line adjustment or parcel merger. Additional materials may be required by the Director of Planning and Building Services depending on the complexity of the project.

- PLANNING APPLICATION FORM**
- PLANNING & ENVIRONMENTAL REVIEW FEES**
- TITLE REPORT** - Provide a preliminary or final title report prepared by a title company within the last three months.
- PROJECT DESCRIPTION** - Provide a project description and state the reasons for the lot line adjustment or parcel merger. Describe the proposed uses as well as the current uses and conditions of the site.
- LEGAL DESCRIPTION** - Provide a legal description the area to be traded, or new legal descriptions of each lot. All legal descriptions must be prepared by a licensed land surveyor or a registered civil engineer.
- CLOSURE CALCULATIONS** - Provide lot closure calculations prepared and stamped by a licensed land surveyor or qualified engineer. Closure calculations must be per "closed-traverse method," using the metes and bounds from the legal description. Include closure error data.
- SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW**
 - 1 full-sized set of plans at 30" by 42" (maximum dimension)
 - 1 reduced-sized set of plans at 11" by 17" or 8.5" by 11"
- MAP** - Provide a map prepared by a licensed civil engineer or land surveyor and include the following:
 - Date, north arrow, scale, and reference to City of Richmond datum.
 - Name and addresses of the record owner and the civil engineer or land surveyor preparing the map.
 - Title "Lot Line Adjustment Map" or "Parcel Merger Map."
 - Vicinity map showing the location of the properties involved.
 - Existing lot lines, their dimension and bearing, based on survey data, calculated data, or information of record.
 - Proposed lot lines, their dimension, and bearing. Dash the lot lines to be adjusted, draw solid the lot lines in their proposed location, and indicate the distance between them.
 - Footprints, height, and setbacks of all existing structures, including their entrances, exits, and walkways.
 - Location of all improvements including but not limited to driveways, parking areas, fencing, trash enclosures, drainage facilities, utilities, dedications, and rights-of-way.
 - Topographic contours for lots exceeding 15% slope. Contours must extend 50 feet beyond the property boundaries at intervals of 5 feet for slopes over 5% and show outline of structures on adjacent lots.
 - Location, purpose, and width of all existing and proposed easements.
 - Location of all utilities including but not limited to sewers, drainage ditches and other drainage facilities.
 - Location of all watercourses.
 - Location of all trees and tree masses, twelve feet or more in height.
 - Area calculations, in square feet, of affected lots before and after the lot line adjustment.
 - Reference to prior parcel maps or prior lot line adjustments on the subject property.

- PLANNING DIVISION USE -

Project:	Notes:
Location:	
Staff :	
Date:	