



CITY OF MORGAN HILL

DEVELOPMENT SERVICES CENTER – LAND DEVELOPMENT ENGINEERING

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

**Submittal Requirements
for
CERTIFICATE OF COMPLIANCE LOT LINE ADJUSTMENT/ LOT MERGER**

PURPOSE

The review of lot line adjustment or merger under a Certificate of Compliance. Lot line adjustment of no more than 4 lots. Subsequent adjustment of neighboring lots is not allowed.

SUBMITTAL REQUIREMENTS

An application shall be made by the property owner or agent thereof and must be accompanied by the following information to be accepted for processing:

1. Application – Engineering Review
2. Title Company or Land Attorney services – Owner is to confirm in writing the services of a title company or land attorney has been obtained to facilitate all the necessary paperwork and documents to establish clear title for the adjusted/merged lots and make arrangements for recordation of Certificate of Compliance with the County Recorder.
3. Certificate of Compliance – **Two (2)** sets (on 8.5x11)
 - Certificate
 - Description of proposed lot(s)
 - Plat of proposed lot(s)
4. Title Report – Preliminary report not more than 3 months old
5. Provide Title Report Backup Documents
 - Copy of the recorded deed
 - Copy of easements and dedications
 - Copy of recorded map
6. Topographic Survey - **One (1)** set (24” x 36”)
 - Survey of site showing all existing structures located relative to proposed lot line adjustment.
7. Copy of adjoining deeds, recorded maps, easements used as reference
8. Closure Calculations – All lots, overall parcel, streets
9. Digital copies (to include AutoCAD file) of all submittal items for download or submitted in a flash drive
10. Review Fee: **\$7,123*** Check made payable to City of Morgan Hill.

**(effective 07/01/23, Service No. 94, AC# 206-38712)*

FINAL SUBMITTAL AND RECORDATION REQUIREMENTS

1. Certificate of Compliance – **One (1)** copy signed by owner and Land Surveyor or Registered Civil Engineer with license number below 33966 (licensed before January 1, 1982)
2. Title Company or Land Attorney – contact information of title company representative or Land Attorney which will facilitate the recordation of the Certificate of Compliance and accompanying documents (i.e. reconveyance, grant deeds, etc.)