



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
PARCEL MAP LOT LINE ADJUSTMENT/LOT MERGER**

PURPOSE

The review of lot line adjustment or merger under a Parcel Map format. **Lot line adjustment of no more than 4 lots.** Subsequent adjustment of neighboring lots 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. Parcel Map – **Two (2)** full size sets of submittal plans (18” x 26”)
3. Title Report – Preliminary report not more than 3 months old
4. Provide Title Report Backup Documents, if applicable
 - Copy of the recorded deed(s)
 - Copy of easements and dedications
 - Copy of recorded map(s)
5. Topographic Survey - **One (1)** set (24” x 36”)
 - Survey of site showing all existing structures located relative to proposed lot line adjustment.
6. Copy of adjoining deeds, recorded maps, easements used as reference
7. Closure Calculations – All lots, overall parcel, streets
8. Digital copies of ALL submittal items by download submitted in a flash drive
9. Parcel Map LLA/Merger Review Fee (100):
\$7,662* Check made payable to City of Morgan Hill.
**(effective 07/01/23, Service No. 100, AC# 206-38712)*

FINAL SUBMITTAL AND RECORDATION REQUIREMENTS

1. Parcel Map – **One (1)** Mylar set signed by owner and Land Surveyor or Registered Civil Engineer with license number below 33966 (licensed before January 1, 1982)
2. Subdivision Guarantee from Title Company
3. County Tax Clearance Letter
4. Title Company – Title Company contact information who will facilitate the recordation of the Parcel Map
5. Digital copies of ALL final submittal items (except item 4) by download or submitted in a flash drive