



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

LOT LINE ADJUSTMENT APPLICATION CHECKLIST AND PROCEDURES MMC: Chapter 16.19 Project Prefix: LLA

BACKGROUND:

The purpose of the Lot Line Adjustment is to relocate the property lines between four or fewer adjacent parcels, to yield the same, or fewer number of parcels within the same overall footprint of the initial parcels. Land use zoning and its requirements, set forth in Manteca Municipal Code, Title 17 must be consistent between the existing and proposed parcels, so that the created parcels are in conformance with the zoning specifications.

The application is reviewed and approved by the Development Services Director, based on the requirements of Title 16 and the requirements governing approval of Lot Line Adjustments set forth in the Subdivision Map Act, and the following findings must be made for approval of the action:

- A. The parcels resulting from the lot line adjustment conform to the zoning ordinance and applicable building ordinances of the city.
- B. No conditions or exactions are required to bring the project into conformance with the zoning ordinance and applicable building ordinances of the city, or to facilitate the relocation of existing utilities, infrastructure, or easements.

SUBMITTAL REQUIREMENTS CHECKLIST:

- Completed and signed Development Services Entitlement Application Form, Letter of Authorization, and Hazardous Materials Affidavit.
- Electronic copy (PDF) of a Plat Map illustrating all parcels involved and adjacent parcels. The Exhibit Map shall be prepared by a Licensed Land Surveyor and should show the following:
 - The owner(s) name(s), address(es), and Assessor Parcel Numbers of the lots or parcels proposed to be adjusted.
 - Name of preparer, signed and sealed.
 - Date prepared. If revised, date of revision.
 - Title Block to read: Exhibit Map for Lot Line Adjustment or Resubdivision, and the legal description of the lots or parcels to be adjusted.
 - Existing Zoning and General Plan designations of all parcels or lots being adjusted.
 - The Exhibit Map shall clearly show the existing parcels':

- Designation (i.e., Parcel A, Lot 235, etc.)
- Boundary Lines
- Size
- Assessors Parcel Numbers
- Existing Easements
- The Exhibit Map shall also clearly show the proposed parcels':
 - Designation, if applicable (i.e., Parcel A-1, Lot 235-A, etc.)
 - Boundary lines, with bearings and distances, including distances to improvements
 - Resulting size
 - Proposed new easements and/or easements to be abandoned
 - If applicable, proposed Zoning and/or General Plan designation
- Scale of the map (must be a standard Engineer's scale, i.e., 1" = 10', 1' = 20', etc.).
- The surveyed location of all existing improvements within 100' of the proposed parcel line(s) and their distance from the proposed parcel line(s) (i.e.: Buildings, wells, septic systems, leach lines, utility poles and lines, roads, utilities, easements, etc.).
- Vicinity Map showing general location of parcels adjusted
- Legal descriptions of existing and proposed parcels
- Current Condition of Title report for all affected parcels
- Application Fee: Refer to current fee schedule at <https://www.manteca.gov/departments/development-services/planning/planning-fee-schedule>

PROCESSING PROCEDURES:

1. Application is made via the City's permitting portal website, Accela: <https://aca-prod.accela.com/MANTECA/Default.aspx>
2. Upload completed Application Form, Exhibit Map, Legal Descriptions, and Condition of Title Reports to Accela.
3. Pay application fee.
4. Applicant will be informed by Development Services in writing within thirty calendar days of receipt of the application whether the application is complete or if additional information is needed.
5. Upon determination that the application is complete, the Development Services Director has up to fifty calendar days to either approve, conditionally approve, or deny the lot line adjustment.
 - a. The Development Services Director will approve if the resulting parcels conform to the

zoning ordinance and applicable building ordinances of the city, and no conditions or exactions are required.

- b. The Development Services Director will conditionally approve where conditions or exactions are needed to conform to local zoning or building ordinances, or to facilitate relocation of existing utilities, infrastructure, or easements.
 - c. The Development Services Director will deny if the resulting parcels do not conform to the zoning ordinance or applicable building ordinances of the city and cannot be achieved through any reasonable set of conditions or exactions.
6. Written notice of the decision will be made within seven calendar days after the date of the decision to the applicant and any person included on the application.
 7. The decision of the Development Services Director is final upon expiration of fourteen calendar days from and including the date of decision, unless an application appealing the decision is filed.
 8. A "Notice of Lot Line Adjustment" will be prepared for the Development Services Director's signature.
 9. Engineering staff will record the Notice of Lot Line Adjustment at the County Recorder's Office, along with a notary page, resultant parcel legal description(s), and a plat map. A second recording will include: Transfer Deed on a Grant Deed Form and Parcel Legal Description(s).

PRIOR TO RECORDATION:

1. Prepare and submit final legal descriptions of the resultant parcel(s), final plat map, and closure calculations. The plat map for recordation must have the existing building and other major site features removed.
2. Prepare and submit the new grant deed(s) in recordable form, containing the following language. All documents shall be prepared, stamped and signed by a licensed engineer or land surveyor.

This deed is being executed and recorded in compliance with California Government Code Section 66412(d) to fulfill requirements of City of Manteca Lot Line Adjustment No. _____ recorded _____, 202_, as Document No. _____, San Joaquin County Records.

3. Submit a check payable to the San Joaquin County Recorder – Clerk to cover recording fees. A SJCo Recorder Clerk "Affidavit of Exemption from documentary transfer tax" may also be required at the time of recordation.

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