**CITY OF MORO  
LOT LINE ADJUSTMENT STAFF CHECKLIST**

## Intake

☐ Application form signed by both owners

☐ Fee paid

☐ Survey received (stamped by licensed surveyor)

☐ Legal descriptions (before & after) included

☐ Title reports (if required)

## Review

☐ Confirm parcels are legal lots

☐ Verify no new lot is created

☐ Check zoning compliance (lot size, setbacks, access, easements)

☐ Confirm utilities/ROW not impacted

## Decision

☐ Administrative approval issued

☐ Written notice prepared and signed

## Post-Approval

☐ Survey plat recorded with County Surveyor

☐ Deeds exchanged and recorded at County Clerk

☐ Copy of recorded documents placed in City file

☐ County Assessor notified for tax lot update