



## HOW TO APPLY FOR A LOT LINE ADJUSTMENT

### ***WHEN IS A LOT LINE ADJUSTMENT REVIEW AND APPROVAL REQUIRED?***

Lot Line Adjustment map review is required for any property boundary change between two or more adjacent parcels, where the land taken from one parcel is added to an adjacent parcel and where no additional parcels are created.

### ***WHAT IS ITS PURPOSE?***

Review of Lot Line Adjustment maps helps ensure that the parcels resulting from the lot line adjustment will comply with local zoning and building regulations.

### ***WHAT DOES IT COST?***

The initial application fee for a Lot Line Adjustment is a \$6,000.00 deposit to be used for cost of staff review time and materials (no maximum), billed on a monthly basis [See Planning Fee Schedule].

### ***WHO APPROVES A LOT LINE ADJUSTMENT?***

The Planning Director will approve or deny the lot line adjustment, or refer it to the Planning Commission for a decision.

### ***WHAT ARE THE STEPS?***

1. Make an appointment with the Development Review Engineer to determine which

regulations apply to your project and what materials you need to provide.

2. Submit a completed application signed by all affected property owners and required materials to the Planning Division. (See instructions on reverse side.)
3. Within 30 days of submittal of application, the Development Review Engineer will notify you whether your application is complete or if additional information or revised plans need to be submitted.
4. When the Lot Line Adjustment is approved by the City, a Notice of Lot Line Adjustment will be recorded. This approval is valid for one (1) year from the date of recordation.
5. The lot lines will be adjusted once the owner(s) record the new deeds, reflecting the new parcel boundaries.

### ***HOW LONG DOES APPROVAL TAKE?***

Approval usually takes 4 to 6 weeks after an application is deemed complete. **[NOTE:** Indicated processing times **do not** include time needed by applicant to revise and resubmit plans nor does it cover any additional processing time required to take a project to Planning Commission, if needed.]

**DEVELOPMENT SERVICES DEPARTMENT**  
**Planning Division**

**LOT LINE ADJUSTMENT APPLICATION INSTRUCTIONS**

**SUBMITTAL REQUIREMENTS:**

- A. COMPLETED APPLICATION** signed by all affected property owners.
- B. LOT LINE ADJUSTMENT MAP** drawn to scale and signed by a Registered Civil Engineer or Licensed Land Surveyor on 18" x 26" sheets (three prints). The map shall include the information requested on the attached lot line adjustment map checklist.
- C. A PLAT AND LEGAL DESCRIPTION** for each parcel after adjustment of the property lines.
- D. CLOSURE CALCULATIONS** for each parcel, after adjustment of the property lines.
- E. RECENT TITLE REPORT**, or other proof of ownership (one copy), for each affected parcel.

**ADDITIONAL REQUIREMENTS PRIOR TO FINAL APPROVAL:**

- A. A reproducible lot line adjustment map, printed on polyester film at least 3-mil thickness, with the owners signatures executed in black permanent ink.
- B. A properly executed Notice of Lot Line Adjustment, recorded with the County Recorder, with a certified copy submitted. The City will prepare and record this Notice of Lot Line Adjustment.
- C. A certificate from a title company stating that all outstanding liens have been reconciled with the adjusted property boundaries.
- D. If the properties are within a local improvement district or maintenance district, either all outstanding assessments shall be paid, or an amended assessment diagram submitted for recordation.

After final approval and recordation of the new deeds, a certified copy of the recorded lot line adjustment shall be filed with the Planning Director. If the lot line adjustment is not a matter of record within one year of approval, the approval shall expire.