

City of Vallejo

Planning Division

555 Santa Clara Street, Vallejo, CA 94590
Phone: (707) 648-4324 Fax: (707) 552-0163

Planning Handout No. PH-22

LOT LINE ADJUSTMENT

What is a Lot Line Adjustment?

A Lot Line Adjustment is for the minor shifting of existing lot lines without creating new parcels. It may be used in lieu of a parcel map or final map to adjust the property lines of two or more existing and adjacent lots, not to exceed 4 lots. The total number of lots after the lot line adjustment cannot be greater than the total number of parcels before the lot line adjustment. Lot line adjustment is often used to merge two, but no more than four lots at a time into a single parcel.

What are the steps in the process?

- To insure that it is possible to adjust a lot line, you should first contact Planning Division staff. If the application is appropriate, you must submit the required materials to the Planning Division as listed below or as determined by City staff.
- Within 10 days of receiving an application, the Planning Division will inform you whether the application is complete and accepted for filing. If the application is incomplete, the Planning Division will state in what respect the application is incomplete.

What is required for plan submittal?

- ◆ **Application:** A completed planning application, explaining the purpose of the lot line adjustment, signed by the property owners and mortgagees or trust deed holders of record.
- ◆ **Fee:** A filing fee of \$ _____.
*County Recorder fee of \$ _____.
*After approval of the Lot Line Adjustment, an additional fee will be required to cover the cost of recording the Lot Line Adjustment with the County Recorder.
- ◆ **Plans:** Two (2) copies of the legal description, two copies of a plat map, prepared by a registered civil engineer (registered before 1982) or licensed land surveyor, accurately drawn to a convenient engineer's scale and dimensioned showing:
 - a. The legal identification of all properties involved in the adjustment.
 - b. The proposed property lines and portion of the lot that is going to be transferred and each lot after the lot line adjustment is made.
 - c. The names of all property owners involved in the adjustment.
 - d. The North arrow and engineer's scale.

- e. All structures, improvements, drainage facilities, utilities, dedications, existing and proposed grade, rights-of-way, and easements.

◆ **Additional Information:** The following additional information shall be included in the application, unless exempted by the Public Works Director:

- a. Legal description and closure calculation prepared by a licensed land surveyor or registered civil engineer (registered before 1982) for the portion of the lot that is going to be transferred and each lot after the lot line adjustment is made.
- b. The applicable as-built grading and drainage plan.
- c. The reasons for the lot line adjustment.
- d. A current title report, with legal description, verifying ownership and mortgages/trust deed holders of record.
- e. A letter *from* a licensed land surveyor or registered civil engineer stating that the property corners or angle points *for* the new (proposed) lot lines have been monumented with 3/4' x 24' long rebar and ACE tag.
- f. Grant deed to the City if lot line adjustment requires dedication to the City.
- g. Grant deed for the City if City land will be conveyed.

How long does the approval process take?

- A planner will review the application for completeness. State law requires that staff determine whether the application is complete within 30 days.
- Upon submittal of a complete application, the Planning Division will determine whether the lot line adjustment conforms to the general plan, building codes and the zoning ordinance. Once this determination has been made, the application will be forwarded to other agencies with easements on any of the properties affected by the lot line adjustment and to the Public Works Department for final review.
- If all information submitted is determined to be accurate and complete, the Public Works Department will prepare a Notice of Minor Lot Line Adjustment to be sent to the County. The lot line adjustment will become effective when the City records the Notice of Minor Lot Line Adjustment. This is accomplished by the title company or their representative physically taking the documents to the County, paying the fee, and returning an official copy to the Planning Division. Lot line adjustments are not valid until all requirements of the County Assessor are satisfied regarding transfer of title and a Combination Request Form has been filed.

Can a decision be appealed?

Yes, any Planning Division determination may be appealed to the Planning Commission Secretary. To appeal, a completed application stating the reasons of the appeal and how it affects the applicant must be filed with the Planning Division within 10 calendar days after the decision is made. A public hearing will then be set for the Planning Commission to consider the appeal. If a Commission decision is appealed to the City Clerk, a public hearing before the City Council will be scheduled.

If no appeal is filed within 10 days of the determination/approval date your project is approved subject to any conditions noted in your staff report.

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What if I need more information?

For further information please contact the City of Vallejo Planning Division at (707) 648-4326.

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SUPPLEMENTAL INFORMATION

PROJECT INFORMATION

PROPERTY ADDRESS _____

ASSESSOR'S PARCEL NUMBER _____ EXISTING ZONING _____

CONSENT OF PROPERTY OWNERS AND MORTGAGEES OR TRUST DEED HOLDERS OF RECORD IS
HEREBY GIVEN FOR THE LOT LINE ADJUSTMENT CONTEMPLATED BY THIS APPLICATION

MORTGAGEES/TRUST DEED HOLDERS OF RECORD

NAME _____

ADDRESS _____ TELEPHONE _____

SIGNATURE _____ DATE _____

NAME _____

ADDRESS _____ TELEPHONE _____

SIGNATURE _____ DATE _____

PROPERTY OWNERS (OF ADJACENT AFFECTED PROPERTY)

NAME _____

ADDRESS _____ TELEPHONE _____

SIGNATURE _____ DATE _____

NAME _____

ADDRESS _____ TELEPHONE _____

SIGNATURE _____ DATE _____

REVIEWED BY THE PLANNING DIVISION _____ DATE _____

REVIEWED BY THE PUBLIC WORKS DEPARTMENT _____

REVIEWED BY VALLEJO SANITATION AND FLOOD CONTROL DISTRICT _____

DATE OF APPROVAL _____

April 3, 2007