

PROCEDURE FOR LOT LINE ADJUSTMENT

PURPOSE:

The purpose of this procedure is to provide guidance to city staff and the public related to the processing of Lot Line Adjustments.

AUTHORITY AND SCOPE:

State Government Code Section 66412 (d) governs Lot Line Adjustments.

Pacifica Municipal Code Section 10-1.303 (c) provides the local implementing legislation.

DISCUSSION:

The Lot Line Adjustment, hereinafter referred to as LLA, is a procedure that allows for the reconfiguration of the existing lot lines of four or few adjoining lots without creating any additional lots. An LLA is NOT a subdivision. All lots resulting from an LLA must conform to existing zoning ordinance, building ordinance, general plan and local coastal plan requirements. The subdivision process shall be used where an LLA is not appropriate.

Depending on the complexity of the existing property (ies) and proposed lot lines, the City Engineer may require that the plat map, legal descriptions and closure calculations be prepared, signed and stamped by a licensed surveyor or other person authorized to practice surveying in California. A Record of Survey shall not be required for a LLA unless required by California Business and Professions Code section 8762. If the existing property (ies) and proposed lot lines are rectangular in shape, no closure calculation shall be required and the plat map and legal descriptions need not be prepared, signed and stamped by a licensed surveyor. In such cases, the plat map must be signed by the preparer and the legal descriptions must be certified by a Title Company.

An LLA can be an efficient means for property owner(s) to clear up lot line locations that are problematic. Conditions of approval and exactions may not be imposed by the City upon an LLA. If the requirements of Government Code Section 66412 (d) and Pacifica Municipal Code Section 10-1.303 (c) are satisfied (e.g., no new lots are created, the resulting lots meet zoning ordinance, building ordinance, general plan and local coastal plan requirements, access to infrastructure maintained), then the LLA will be approved.

No lots created illegally shall be included in the lots to be adjusted. If a Certificate of Compliance is required for any of the properties, it may be processed concurrently with the LLA.

SUBMITTALS:

LLAs vary in complexity but the basic requirements for a complete application are:

1. Application Form. Signed by each of the affected property owners requesting the LLA and all necessary forms and documents mentioned below shall be submitted with the review fee of 10x hourly rate of submitted year, to the Engineering Division. Fees shall conform to Administrative Policy No. 2.
2. Documents establishing the ownership of the properties involved in the LLA. A copy of the deed (dated within 6 months) for each affected lot and/or a recent title report (within 6 months) can be used.
3. Recordable deed(s) reflecting the LLA. The deed(s) shall include the following:
 - a. Plat map drawing(s) on 8.5'x11 or 8.5'x14 paper showing all existing and proposed lot lines, lot numbers, lot dimensions and bearings, basis of bearing and other City monuments within the project site and any existing easements. Other pertinent information shall be shown on the plat. Closure Calculations prepared, signed and stamped by a licensed surveyor or other person authorized to practice surveying in California are required for nonrectangular lots.
 - b. Legal descriptions of the existing property(ies) prior to the LLA.
 - c. Legal Description of the property or portion of real property to be transferred, as well as a description of the new property(ies) created by the LLA.
 - d. Legal descriptions for the final parcels resulting from the LLA.
4. Should structures exist on more than one effected lot, a separate plat map shall be prepared to show:
 - a. The proposed setbacks conform to City zoning.
 - b. Confirming lot widths still meet minimum required.
 - c. Confirming compliance of minimum or maximum lot coverages.

REVIEW PROCEDURE:

1. The complete application shall be reviewed by the Engineering Division and Planning Department. Other City departments may also need to review the LLA.
2. Planning will determine if the lots resulting from the LLA would meet zoning ordinance, building ordinance, general plan and local coastal plan requirements.

3. Engineering will check contents of the plat map, legal descriptions and closure calculations.
4. Engineering will obtain a letter from the Finance Department declaring that no tax liens exist for the affected lots.
5. Engineering will provide 3 copies of the approved LLA to applicant to get signed, notarized, and returned to Engineering.
6. Engineering will record the deed(s) reflecting the LLA and provide the applicant with a copy.