

# *CITY OF PLEASANT HILL*

(925) 671-5209  
FAX (925) 676-1125

100 Gregory Lane  
Pleasant Hill, CA 94523

## **LOT LINE ADJUSTMENT**

### Application Guide

#### **WHAT IS A LOT LINE ADJUSTMENT?**

A lot line adjustment is the realignment of a property line between two or more existing adjacent parcels, where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created. While the California Subdivision Map Act excludes lot line adjustments it does require that they be approved by a local agency (California Government Code § 66412). In the City of Pleasant Hill lot line adjustments are reviewed by the Planning and Public Works Departments and must be approved by the Zoning Administrator and Director of Public Works.

The Map Act advises that a local agency shall limit its review and approval to a determination of whether or not the parcels resulting from the lot line adjustment will conform to local zoning and building ordinances. A local agency shall not impose conditions or exactions on its approvals of a lot line adjustment except to conform to local zoning and building ordinances, or except to facilitate the relocation of existing utilities, infrastructure, or easements. No tentative map, parcel map, or final map shall be required as a condition to the approval of a lot line adjustment. The lot line adjustment must be reflected in deeds that are recorded. A record of survey may also be required to delineate and describe the new boundaries.

#### **WHAT ARE THE SPECIFIC REVIEW CRITERIA FOR A LOT LINE ADJUSTMENT?**

1. A lot line adjustment cannot create new parcels.
2. The adjustment must be approved by the Zoning Administrator.
3. Zoning and Building ordinances must be adhered to.
4. Existing utilities, infrastructure or easements must be maintained or relocated.
5. The lot line adjustment must be reflected in deeds that are recorded.
6. A record of survey may be required to delineate and describe the new boundaries.

## **WHAT ARE THE STEPS?**

- Step 1** Preliminary Review - Prior to submittal of a formal application, it is recommended that the applicant discuss the preliminary proposal with staff. The staff can, if requested, respond back in writing regarding the project conformity with the Zoning and Building Ordinances, application fee requirements, and other criteria.
- Step 2** Filing the Application - Application for a lot line adjustment should be made on the Community Development Department's Application for Development Review form. The application form must be accompanied by the additional supporting materials specified by the Community Development Department, including plans, drawings, and other project description information necessary to permit adequate review of the proposed action. A filing fee will be required for each Line Adjustment application in the amount set by the City Council.

Community Development and Public Works Department staff members will be assigned to review the application materials for completeness and to prepare a recommendation to the Zoning Administrator. Additional information may be required as staff review of the project progresses.

- Step 3** Zoning Administrator Review - The Zoning Administrator is designated by the City Council to determine approval, conditional approval or denial of the application. After the Zoning Administrator's decision is made, that decision will become final within 10 days unless an appeal is filed as described below.

## **WHAT MUST BE SUBMITTED?**

All submittal information required in the Lot Line Adjustment Submittal Requirements Checklist shall be presented including the Application for Development Review form and related fees, to the Community Development Department before the application can be accepted as complete. A letter will be sent to the applicant within 30 days indicating whether the application is complete or incomplete (with reasons), along with the name of the planner processing the application.

## **MAY A DECISION BE APPEALED?**

You or anyone else who is dissatisfied with the decision of the Zoning Administrator may appeal that decision to the Planning Commission. To appeal, a written statement and filing fee must be filed with the Community Development Director within 10 days after the decision is made, and the applicants notified. A public hearing will then be set before the Planning Commission to consider the appeal.

If no appeal to a decision is filed within 10 days, the decision of the Zoning Administrator will be considered final.

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## LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS

The submittal information shall be provided to the Community Development Department. All submittal information shall be presented along with the Community Development Application Form, related fees, and any additional information required by the Community Development Department before the application can be accepted as complete.

Scale: The scale used on submittal plans shall generally be at a 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

### SUBMITTAL REQUIREMENTS:

#### SUBMIT TWO COPIES OF ALL DOCUMENTS AND DRAWINGS.

- 1. Application form - completed and signed.
- 2. Fee - check payable to the City of Pleasant Hill.
- 3. Location map - indicating the subject parcel(s) and adjacent streets.
- 4. Title reports - preliminary title reports for each parcel, prepared within three months prior to filing the application. Lots must not be tied together by use or covenants.
- 5. Written statement - describing the project in detail and what the reasons are for the project including the city's potential benefits and costs. For appeals, the written statement should contain the reasons for the appeal and the exact decision or conditions that are being appealed.
- 6. Certificate of Compliance for Lot Line Adjustment - fill in owners and parcel numbers.
- 7. 8-1/2" X 11" Scaled Drawing - fully dimensioned and accurately drawn. The plan must be prepared and signed by a licensed civil engineer or surveyor whose seal, name, address and phone number must appear on the plan.

Drawing shall include the following information: delineation as "existing" and "proposed" boundary lines of the parcels in question, structures, vehicular access and parking, and dimensions. Indicate ownership of each parcel.

Traverse closures are required.

- 8. Legal Description - for each adjusted lot. The legal description must be prepared and signed by a licensed civil engineer or surveyor whose seal, name, address and phone number must appear on the description.
- 9. Signed Agreement - between property owners. This agreement should also be signed by any outstanding lenders, indicating the lenders' approval of the exchange.

