

## ***ADMINISTRATIVE POLICY FOR THE FILING AND APPROVAL OF LOT LINE ADJUSTMENT APPLICATIONS***

**INTENT:** This policy is will provided guidance in the submittal of and City of Gonzales review of applications for lot line adjustments. Relevant provisions are found in Section 66412(d) of the State Subdivision Map Act.

**DEFINITION OF LOT LINE ADJUSTMENT:** A lot line adjustment 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, and the lot line adjustment is approved by the local agency. Adjacent does not mean that the parcels must be contiguous, touching, or adjoining, but rather "near to or close to."

### **APPLICATION REQUIREMENTS:**

- A completed Standard Development Application Form, sign by the owners of record of all parcels involved.
- Five copies of a drawing clearly and accurately illustrating the following:
  - All existing and proposed property lines
  - All existing and proposed structures and other improvements (i.e. driveways, pools, major trees) on all affected properties
  - Property lines and existing and proposed building setbacks shall be clearly dimensioned.
  - Application filing fees as required by the adopted fee schedule

### **PROCESSING:**

- A. All Lot Line Adjustment Applications will be referred to the Project Review Committee for review of conformance to zoning and building regulations.
- B. After final recommendation of the Project Review Committee, the Planning Director will take a final action on the application, or
- C. Will be scheduled for the Planning Commission. Requirements for submittals to the Planning Commission will be included in the notification.
- D. The applicant(s) will then be notified of the action of the City.

**PLANNING DIRECTOR AUTHORITY:** The Planning Director has the authority, by City ordinance, to approve boundary changes without further review by the Planning Commission when all of the following conditions are met.

- A. Only two parcels of land (not counting portion of streets) are involved.
- B. The addition to or deletion from each parcel involves a net change of five percent or less in the total area of each parcel.
- C. The boundary line is moved ten feet or less at any point.

- D. The boundary change will not create any new lack of conformity, or any increase in the degree of nonconformity with ordinance or statute.
- E. All owners of record title interest consent by means of acknowledged instruments in a form satisfactory to the City Engineer.
- F. The City Engineer determines that the boundary change will not cause any condition that is contrary to the general public welfare
- G. The Planning Commission must approve all other applications. The Commission may approve or deny the application but may not attach conditions.

FINAL ACTION:

- A. When the application has been approved either by the Planning Director or the Planning Commission, the applicant shall submit the following items to the City Engineer as he/she may require:
  - 1. Updated title reports if required by the City Engineer.
  - 2. Legal descriptions of the new parcels.
  - 3. Legal descriptions of the parcels to be exchanged.
  - 4. A plat, on 8-1/2"x11" or 11"x17" paper suitable for reproducing and recording, showing the original parcels and the new parcels.
  - 5. An Engineering Department checking and processing fee as required by the City Engineer to cover actual costs to the City.
- B. The Engineering Department will prepare a document entitled "Approval of Lot Line Adjustment." The document will contain legal descriptions and plats of the new lot configurations and will be signed by the City Engineer and/or Planning Director.
- C. Your title company will be required to provide Grant Deeds for the new parcel configurations. The properly signed and notarized Grant Deeds must be submitted to the Planning Director. The applicants will then be required to record the "Approval of Lot Line Adjustment" and the Grant Deeds, and submit copies of the recorded documents to the Planning Director.

OTHER INFORMATION:

- A. The City 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.
- B. No conditions of approval will be imposed except to require conformance to local zoning and building ordinances.
- C. No tentative map, parcel map or final map shall be required.