Lot Line Adjustment or Lot Consolidation Submittal Checklist

(Four Parcels or Less)

CITY OF SALINAS
COMMUNITY DEVELOPMENT DEPARTMENT
65 West Alisal Street
Salinas, CA 93901
(831) 758-7206

What is a Lot Line Adjustment?

A **Lot Line Adjustment** changes the boundary lines between two, three, or four existing adjoining parcels. The adjustment does not create any additional parcels, and the resulting number of parcels must be the same as the number that existed before the adjustment.

A **Lot Consolidation** combines two, three, or four existing parcels into fewer parcels.

A Lot Line Adjustment or Lot Consolidation cannot result in a greater number of parcels than originally existed. A proposal that creates additional parcels is a subdivision and requires approval of a Parcel Map or Tentative Map, as applicable. Adjustments involving more than four existing parcels are also subject to subdivision requirements.

Required Findings

A Lot Line Adjustment may be approved by the City Planner when the required findings can be made.

The City Planner must determine that:

1. The Lot Line Adjustment is consistent with the Salinas General Plan and the regulations of the Zoning Code.
2. The adjustment will not impair existing easements or will facilitate the relocation of existing easements, utilities, or infrastructure serving adjacent lots, parcels, public lands, or streets.
3. The adjustment will not impair existing access or create a need for access to adjacent lots or parcels.

4. The adjustment will not require alteration of existing improvements or buildings, create a need for building improvements, or otherwise create noncompliance with applicable building requirements.
5. The adjustment will not adjust or remove a boundary between parcels subject to a recorded improvement agreement when required improvements have not been completed, unless the City Planner determines that the adjustment will not significantly affect the improvement agreement.

The City Planner may impose conditions necessary to ensure compliance with the General Plan and Zoning Code, require prepayment of real property taxes, or facilitate relocation of existing utilities, infrastructure, or easements.

Application Submittal

Submit the following materials, as applicable:

- Completed Development Review Application, including responses to the Operational/Environmental Statement;
- Applicable filing fee;
- Proposed Lot Line Adjustment or Lot Consolidation exhibit, drawn to scale;
- Site Plan showing all properties involved, including existing and proposed lot lines, buildings, structures, site improvements, easements, access, and other relevant information;
- Current preliminary title report for each affected property identifying ownership and applicable encumbrances;
- Legal descriptions for the proposed Lot Line Adjustment or Lot Consolidation;
- Traverse calculations; and
- Other plans, documents, or information determined necessary by the City to review the application.

The previous checklist required four paper copies of the adjustment exhibit and Site Plan and two copies of each title report. Applicants should confirm current electronic and hard-copy submittal requirements with the Current Planning Division before submitting an application.

What Should the Plans Show?

The submitted plans and exhibits should clearly identify the existing and proposed configuration of all affected parcels and include, as applicable:

- Existing and proposed property lines;

- Parcel dimensions and areas;
- Assessor's Parcel Numbers (APNs);
- Existing buildings and structures;
- Distances between structures and existing and proposed property lines;
- Existing and proposed access;
- Streets and rights-of-way;
- Existing easements;
- Utilities and infrastructure;
- Existing site improvements; and
- Other information necessary to demonstrate compliance with applicable City requirements.

What is the Review Process?

01 **Step 1 – Contact the Current Planning Division**

Applicants are encouraged to discuss the proposed adjustment or consolidation with Planning staff before preparing an application.

02 **Step 2 – Prepare and Submit the Application**

Submit the completed Development Review Application and all required plans, exhibits, legal descriptions, title information, and supporting materials.

03 **Step 3 – City Review**

The Current Planning Division will review the application for completeness and compliance with applicable City requirements. Development Engineering and other City departments may also review the application as necessary.

04 **Step 4 – City Planner Decision**

The City Planner has the authority to approve, conditionally approve, or disapprove a Lot Line Adjustment **without a public notice or hearing**.

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Step 5 – Complete Required Documents

Following approval, the applicant must complete any required legal descriptions, exhibits, deeds, or other documents necessary to implement the approved adjustment or consolidation.

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Step 6 – Certificate of Compliance and Recordation

When the City Planner determines that the approved Lot Line Adjustment satisfies applicable requirements and conditions, the City Planner executes a **Certificate of Compliance**.

The approved Lot Line Adjustment and Certificate of Compliance are then filed for recordation with the **Monterey County Recorder's Office**.

Is a Record of Survey Required?

A Record of Survey is **not automatically required** for every Lot Line Adjustment. A Record of Survey is required when applicable under Section 8762 of the California Business and Professions Code.

Can a Lot Line Adjustment Create a New Parcel?

No. A Lot Line Adjustment only adjusts boundaries among existing parcels and cannot create additional parcels.

If the proposal would increase the number of parcels, a **Parcel Map or Tentative Map** will be required, as applicable.

How to Obtain More Information

For additional information regarding Lot Line Adjustments or Lot Consolidations, contact:

CITY OF SALINAS
COMMUNITY DEVELOPMENT DEPARTMENT – CURRENT PLANNING DIVISION
65 West Alisal Street
Salinas, CA 93901
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Refer to **Article VI, Division 6 – Lot Line Adjustments (Sections 37-60.320 through 37-60.360)** of the Salinas Zoning Code for current requirements.