



# City of Santa Barbara

## LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS

The following steps and information are required for processing Lot Line Adjustments (Chapter 27.40) for approval and recordation of a lot line adjustment between four or fewer existing adjoining parcels.\* All other lot line adjustments shall require a tentative map pursuant to Chapter 27.07 and a final or parcel map pursuant to Chapter 27.09. Depending on the project, additional requirements and/or approvals may be necessary. Please note that all existing and proposed development must comply with current zoning regulations and general plan policies. Modifications, waivers or variances may need to be requested for non-compliance.

### **STEP 1: OPTIONAL: PRE-APPLICATION REVIEW TEAM (PRT)**

Please refer to the “Pre-Application Review Team Submittal Requirements” handout for processing information and submittal requirements. *(This process is occasionally recommended for more complex applications.)*

### **STEP 2: STAFF HEARING OFFICER REVIEW\*\***

Please refer to the “Development Application Review Team (DART) Submittal Requirements” handout for processing information and submittal requirements.\*\*\*

### **STEP 3: PUBLIC WORKS ENGINEERING**

After obtaining approval from the Staff Hearing Officer, or Planning Commission (PC) or City Council on appeal, the following will be required. Please note that this is a general summary of the “post approval” requirements. Please refer to the “Lot Line Adjustment Document Processing (Post Approval)” handout (available at the Public Works Counter) for processing information and submittal requirements.

- A. Execute documents necessary to convey each and every property interest required to accomplish or implement the lot line adjustment, such as: agreement relating to the lot line adjustment, Quitclaim Deeds and acceptance thereof, or a Declaration of Lot Line Adjustment.
- B. Provide legal descriptions of each lot before and after the lot line adjustment, prepared by authorized persons. *(Note: descriptions of old lots may be obtained from existing deeds or title reports. Record of Survey may be referred to when preparing descriptions of "reconfigured" lots.)*
- C. Provide copies of all documents (if any), pertinent to the lot line adjustment (i.e. easements, deeds of trust, leases, agreements, etc.)
- D. Pay all required fees in accordance with the current City Council Fee Resolution for processing the documents and recordation.
- E. No record of survey map shall be required for a lot line adjustment unless required by Section 8762 of the Business and Professions Code. However, a record of survey map, prepared by a registered civil engineer or land surveyor, is strongly recommended.

#### *Notes:*

- \* *If the final result is more legal parcels than existed at the time of application, a subdivision map is required instead.*
- \*\* *If a lot line adjustment is processed concurrently with another discretionary action that requires Planning Commission approval, the Planning Commission will act on all permits.*
- \*\*\* *Please obtain (1) a Master Application and (2) a Planning Commission & Staff Hearing Officer Submittal Cover Sheet (**lilac**) for additional submittal requirements.*