

Lot Line Adjustment or Lot Consolidation Submittal Checklist (4 Parcels or Less)

23

A *Lot Line Adjustment* changes the boundary lines between two, three, or four existing parcels, in which the end result is an equivalent number of remainder parcels. A *Lot Consolidation* is combining two, three, or four existing parcels into fewer remainder parcels. In no case can a Lot Line Adjustment or Lot Consolidation result in a greater number of parcels than originally existed. Increasing the number of parcels is referred to as a *Subdivision* and requires a Parcel Map or Tentative Map. Changing the boundaries between more than four existing parcels requires approval of a Parcel Map or Tentative Map even if the change in boundaries does not result in a greater number of parcels than originally existed.

Required Findings:

In general, if a complete application for a Lot Line Adjustment or Lot Consolidation is submitted, it can be approved by the City Planner if it meets all the following conditions:

1. *The Lot Line Adjustment or Consolidation is consistent with the Salinas general plan and the regulations of the Zoning Code.*
2. *The Lot Line Adjustment or Consolidation does not impair existing easements or the relocation of existing easements, utilities, or infrastructure serving adjacent lots, parcels, or public lands and streets.*
3. *The Lot Line Adjustment or Consolidation does not impair existing access or create a need for access to adjacent lots or parcels.*
4. *The Lot Line Adjustment or Consolidation does not require the alteration of existing improvements or buildings, nor does it create a need for any building improvement, or other wise create noncompliance with the Uniform Building Codes.*
5. *The Lot Line Adjustment or Consolidation shall not adjust or remove the boundary between parcels for which an improvement agreement has been recorded and all required improvements have not been completed, unless the City Planner determines that the proposed adjustment will not significantly affect the improvement agreement.*

What is the process for completing a Lot Line Adjustment or Lot Consolidation?

Step 1: Request a Development Review Application form from the Community Development Department:

City of Salinas
Community Development Department
65 West Alisal Street,
Salinas, CA 93901
Or

www.cityofsalinas.org

(Current Planning Division page)

Step 2: Submit the completed application and all necessary materials to the Community Development Department.

Step 3: Staff will review the application and contact you.

**INFORMATION
BULLETIN**

City of Salinas
Community Development Department
65 W. Alisal Street
Salinas, CA 93901
(831) 758-7206

Application Submittal

- _____ Completed Development Review Application with responses to the Operational/ Environmental Statement.
- _____ Filing Fee for a Minor Subdivision (Lot Line Adjustment or Lot Consolidation)
- _____ Four (4) copies (8½” x 11” format), including an electronic copy, of the proposed Lot Line Adjustment or Lot Consolidation, drawn-to-scale.
- _____ Four (4) copies (minimum 11” x 17” format), including an electronic copy, of the Site Plan showing all involved properties, including existing and proposed lot lines, buildings, structures, site improvements, easements, and any other relevant information.
- _____ Two (2) copies of each property’s Title Reports prepared within six months of submittal and an electronic version (with hyperlinks) of said Title Reports.
- _____ Legal Description of the proposed Lot Line Adjustment or Consolidation prepared on 8½” by 11” format, including an electronic copy.
- _____ Traverse calculations

Related Information Bulletins

| <i>Information Bulletin</i> | <i>Description</i> |
|----------------------------------------|---------------------------|
|----------------------------------------|---------------------------|

| | |
|----|---------------------------------------|
| 18 | <i>Parcel Map Submittal Checklist</i> |
|----|---------------------------------------|

| | |
|----|------------------------------------------|
| 21 | <i>Tentative Map Submittal Checklist</i> |
|----|------------------------------------------|
