



City of Arcata Community Development Department

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LOT LINE ADJUSTMENT

OVERVIEW

A Lot Line Adjustment is a minor parcel line realignment between four or fewer existing adjoining parcels. Lot Line Adjustments are used to correct minor trespasses (such as a building over or too close to a property line) or to add acreage to one parcel and reduce the size of another. A proposed Lot Line Adjustment involving property in the Coastal Zone also requires a Coastal Development Permit in compliance with Land Use Code Section 9.72.030, prior to Lot Line Adjustment approval, except where the site is in a Categorical Exclusion area as defined by the Coastal Act.

Lot Line Adjustments must be consistent with state law (Subdivision Map Act Section 66412(d)) and the City's Land Use Code § 9.84.050, and follow applicable procedures. State law requires the City review Lot Line Adjustments to ensure that parcel reductions equal expansions, and that no new parcels are created. The City also reviews the adjustment to determine that the resulting parcels will conform to Land Use Code standards and that the adjustment will not cause an adverse impact on the neighborhood or the environment. For example, a proposed Lot Line Adjustment in the Residential-Low Density (RL) zoning district must conform to the following standards: 6,000 square foot minimum lot area, 60 foot minimum lot width (unless reduced width approved), 10 foot minimum front and side (street) setbacks, and five foot minimum side (interior) and rear setbacks.

HOW TO APPLY

Lot Line Adjustment applications are available at the Community Development Department, or on the Department's website at www.cityofarcata.org. Staff can assist you with the materials needed for a complete application packet. Submit the completed application packet along with the application fee to the Department for processing.

THE PROCESS

Step 1: Application Filing & Initial Review

Once your application has been submitted and fees collected, Staff will perform an initial application review for completeness. Should your application be found incomplete, you or your designated agent will be contacted and advised what items must be submitted before processing can continue.

Step 2: Department and Agency Referrals

Once your application has been accepted as complete, the assigned planner will send copies of your application materials to other City departments and public agencies having jurisdiction or authority over your project. If the responding Departments or agencies identify issues to be resolved prior to the continued processing of your application, or if additional information is required by those Departments or agencies, you or your designated agent will be advised as to what is needed.

Step 3: Decision by the Community Development Director

Lot Line Adjustments are acted upon administratively by the Community Development Director (Director). To approve a Lot Line Adjustment, the Director must find that, after consultation with the City Engineer, the resulting parcels will conform to the general plan, any applicable specific plan and/or coastal plan, the Land Use Code, and all criteria identified in Map Act Section 66412(d).

Step 4: Appeals

Director actions are appealable to the Planning Commission by you as the applicant, or any other adversely affected person. Appeals to the Planning Commission must be filed with the Community Development Department within 10 calendar days of the actual date of the final decision. Appeals must be submitted in writing and be accompanied by the required fees.

Step 5: Finalizing and Recording Lot Line Adjustments

After City approval, the applicant is responsible for recording the approval documents and paying the necessary County Recorder fees for recording the Lot Line Adjustment in compliance with the Map Act.

TIME LIMITS AND EXPIRATION

Once your Lot Line Adjustment is approved, you have 12 months to record the approval documents with the County. If the approval documents cannot be recorded within the initial 12 month period, you may apply for an extension. An extension request must be in writing and filed with Community Development Department on or before the date of expiration of the approval with the required filing fee.

Lot Line Adjustment Application Checklist

Visit the Community Development Department page at www.cityofarcata.org. Select the Land Use Code from the menu and then see § 9.84.050 for complete Lot Line Adjustment regulations.

Talk with Arcata Community Development Department Planning Staff to determine which of the following items must be submitted along with a completed and signed application form. **Incomplete or inaccurate information will cause a delay in permit processing.**

- Application form with signatures of all owners of the affected parcels.
- Application fee deposit as indicated on the application form.
- Eight (8) copies of a site plan clearly and legibly drawn on one sheet containing the following information:
 - Proposed new lines and lines to be eliminated (show lines to be eliminated as dashed)
 - Lot areas before and after adjustment
 - Location of all on-site easements and adjoining public rights-of way.
 - Location and use of all buildings, with setbacks to existing and proposed lot lines shown.
 - Location of all utilities, including gas, electrical, telephone, water, sewer and cable television.
- A preliminary title report, six (6) months of age or less, prepared by a Title Company, for each parcel proposed to be adjusted. The report shall identify the ownership of the properties, legal descriptions and all easements affecting the lands proposed for adjustment.
- A copy of the current deeds to the properties.
- A copy of the instruments that created each parcel (grant deed, contract of sale, record of survey map etc.).

Subject to changes or additions at any time. Applications may require additional information for continued processing.