



THE TOWN OF  
CORTE MADERA  
MARIN COUNTY CALIFORNIA

PLANNING AND BUILDING DEPARTMENT  
300 TAMALPAIS DRIVE  
CORTE MADERA, CA 94925

## Lot Line Adjustment Submittal Requirement Checklist

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Address of Project Site

What is a Lot Line Adjustment ?

Lot Line Adjustments are subject to Chapter 17.68, Lot Line Adjustments, of the Corte Madera Municipal Code. The purpose of the lot line adjustment procedure is for adjusting lot lines between four or fewer existing adjoining parcels, where land taken from one parcel is added to an adjoining parcel and where no more parcels are created than originally existed. For the purposes of this Chapter, an "adjoining parcel" is one that directly touches at least one of the other parcels involved in the adjustment.

The Zoning Administrator is authorized to grant, deny or conditionally grant lot line applications in accord with the procedures prescribed in Chapter 17.68, Lot Line Adjustments. If the Zoning Administrator finds that an application involves a significant policy issue or that there is substantial public controversy, the application may be referred to the Planning Commission for hearing and action.

What are the Specific Review Criteria for a Lot Line Adjustment?

1. A lot line adjustment is for adjusting lot lines between four or fewer existing adjoining parcels, where land taken from one parcel is added to an adjoining parcel and where no more parcels are created than originally existed.
2. The parcels resulting from the proposed lot line adjustment must:
  - a. Conform to the General Plan, any applicable specific plan and the Zoning Ordinance; and
  - b. Conform to the building ordinance and zoning ordinance, including but not limited to those provisions which address minimum lot size, required lot frontage, lot width at the front yard setback, building setbacks, building lot coverage, and floor area ratio.
3. In reviewing a lot line adjustment, the Zoning Administrator or Planning Commission shall adopt conditions only as necessary to confirm that the adjustment and proposed

parcels conform to the general plan, any applicable specific plan, zoning ordinance, or building ordinance, to require the prepayment of real property taxes prior to the approval of the lot line adjustment application, or to facilitate the relocation of existing utilities, infrastructure, or easements.

- 4. A recorded survey must be performed to delineate and describe the new boundaries.
- 5. Within one year after final approval of a lot line adjustment, the adjustment process shall be completed in compliance with this section through the recordation of a deed or record of survey (if required pursuant to the California Business and Professions Code Section 8762) with the Marin County Recorder's Office, after all conditions of approval have been satisfied.

Application Requirements
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Four (4) copies of all plans are required for items reviewed by the Zoning Administrator; whereas eight (8) copies of all plans are needed for items referred to the Planning Commission.

All of the following project elements must be submitted for a Lot Line Adjustment application to be accepted as complete:

**1. Completed Lot Line Adjustment Submittal Checklist**

A copy of this checklist with a ***checkmark next to each submitted item*** is required.

**2. Completed Application**

- All items listed in the "Application for Development Review" completed;
- The required filing fee is submitted with the application.

**3. Project Description**

- A brief written summary of the purpose of the proposed lot line change(s);
- A brief written summary of how the proposed lot line change(s) conform to the General Plan and any applicable specific plan;
- A location map showing all properties and nearby streets adjoining the lot line adjustment parcels, drawn at an appropriate scale.

**4. Site Plan and Survey**

Project plan sets shall have a uniform sheet size, with each sheet no larger than 24" x 36". Include date, north arrow, and scale. The site plan must be prepared and signed by a licensed land surveyor (or registered civil engineer licensed prior to 1982 with a registration number no higher than 33965) whose seal, name, address and phone number must appear on the plan. Site Plan drawings shall include the following information:

- Indicate ownership of each parcel;

- Show dimensioned property lines for the project parcels as "existing";
- Show dimensioned property lines for the project parcels as "proposed";
- For each of the project parcels, include both existing and proposed: lot size, lot frontage, lot width at the front yard setback, building setbacks, building lot coverage, and floor area ratio;
- Show all existing structures, site improvements, vehicular access and parking, street rights-of-way, on-site easements, utilities and infrastructure on project parcels; and
- Include a legal description for the area of each adjusted lot prepared and signed by a licensed land surveyor (or registered civil engineer licensed prior to 1982 with a registration number no higher than 33965).

**5. Title Reports**

- Submit preliminary title reports for each subject parcel, prepared within three months of the date of filing the lot line adjustment application. Lots must not be tied together by use or covenants.

**6. Signed Application Forms**

- This Submittal Requirement Checklist and the Application for Development Review must be signed by all subject property owners, or by an authorized agent of an owner with a letter of approval from the property owner stating that said agent may act on owner's behalf.

**7. Additional Information:**

- Any other information which may be required by the Planning Commission, Zoning Administrator, or Planning staff to complete review of the proposed lot line adjustment, such as: \_\_\_\_\_

***During the process of analyzing the Lot Line Adjustment application, additional information and/or materials may be required by the Planning Commission, Zoning Administrator, or staff to clarify the above application elements.***

I have read and understand my obligations regarding the information necessary for a complete Lot Line Adjustment submittal within the Town of Corte Madera:

\_\_\_\_\_  
Signature of Owner(s) or Authorized Agent(s)

\_\_\_\_\_  
Type or Print Name of Owner(s) or Authorized Agent(s)

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Address of Project Site

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Date of Signature