



## Requirements and Process for Lot Line Adjustments and Lot Mergers

### General Information

A lot line adjustment or lot merger is the adjustment of property lines between two or more adjoining legal parcels where land taken from one parcel is added to another parcel, and where a greater number of parcels than originally existed is not thereby created.

### Application and Review Process

Application Submittal: The applicant submits a completed application form along with all items listed in the Submittal Checklist. The application will not be deemed complete unless all items are submitted and conform to the requirements outlined in the Submittal Checklist.

Project Review: The application and submittal materials will be routed to appropriate city departments for review of the following:

1. Consistency with the General Plan, Zoning Ordinance and any applicable specific plans. If the project is found to be inconsistent, it cannot be further processed until the appropriate revisions are made or additional information is submitted to the Planning & Building Department demonstrating consistency. Alternatively, the application may be denied.
2. Compliance with Building Code requirements.
3. Compliance with state law
4. Compliance with local ordinances.

The review period by City staff will be completed within approximately two weeks.

The applicant will be notified via letter of the results of the project review. If the application is deemed to be incomplete, the applicant will receive a red-lined copy of the legal description and/or exhibit map showing necessary changes and/or a list of any additional application requirements that must be completed before the application is reconsidered.

### Review of Resubmittal:

After completing any required revisions, the applicant shall resubmit the revised document(s) along with the City red-lined copy and any other required materials. The review cycle shall repeat until all corrections have been completed.

### Approval Process

Once an application is deemed to be complete and consistent with the items listed above under Project Review, an approval letter will be prepared and signed by a representative of the City of Healdsburg. Copies of the approval letter will be sent to the applicant and the Sonoma County Assessor.

A lot line adjustment or lot merger may be approved by the City if the following conditions are met:

1. No new parcels will be created by the lot line adjustment or lot merger.
2. None of the resultant parcels will be reduced below the minimum standards for the zoning district in which they are located and no non-conformities will be created.
3. In the case of a lot merger, all parcels involved are under identical legal ownership.
4. If the adjustment or merger is within a city assessment district and the parcel(s) has an unpaid assessment, the unpaid assessment will be apportioned (distributed proportionately) to the new adjusted or merged parcel(s).

5. The existing utilities for the resulting parcel(s) are in conformance with City of Healdsburg standard specifications and details.

The entire process from submittal of a complete application package to the recording of the grant deed and associated exhibits will take approximately 2 to 6 weeks, provided that the response time by the applicant for each submittal is prompt.

### **Approval Follow-Up**

Following the approval of a lot line adjustment or merger by the City of Healdsburg, the involved property owners must take the following actions:

1. Submit two copies of the draft grant deeds reflecting the lot line adjustment or merger, including a grant deed title sheet with the City's approval statement.
2. Following their acceptance by the City, execute the grant deed(s) and submit two recorded copies to the City of Healdsburg.
3. Submit to the City of Healdsburg one copy of certificates from the Sonoma County Tax Collector and Redemption Officer that certify there are no liens for unpaid state, county, municipal or local taxes or special assessments collected as taxes against any part of the parcels involved in the lot line adjustment or merger.
4. Pay the Sonoma County recording fee and provide a receipt of payment to the City of Healdsburg.

Applicants are strongly urged not to execute or record any grant deed until after the lot line adjustment or merger is officially approved by the City. Where development is taking place on lots involved in a lot line adjustment or merger, the property owners are strongly urged not to execute or record any deed for the sale of any parcel until after the application is officially approved by the City.

### **Submittal Checklist**

- \_\_\_ Completed application form
- \_\_\_ Two copies of Sonoma County Assessor's page(s) showing lots to be adjusted or merged outlined in red
- \_\_\_ Two copies of a map, along with one 8½" x 11" copy, drawn to an appropriate engineering scale, dated and titled, depicting:
  - The number of each parcel, corresponding with the parcel information on the application form
  - Dimensions of the existing and proposed parcel boundaries, with existing boundaries shown as dashed lines and proposed boundaries shown as solid lines
  - Tract and lot number of each parcel
  - Address and assessor's parcel number of each parcel
  - Calculated area of each parcel as adjusted. Lot areas shall be given in square feet if they are less than one acre.
  - Locations of all structures, easements, rights-of-way, parking lots, driveways, public streets, services, utilities, water and sewer facilities, and drainage facilities and their setbacks/distances from the proposed boundaries
  - Extent of 100-year floodplain, if applicable
  - North arrow (north should be at the top of the sheet)
  - Any additional information required by the City
- \_\_\_ Two copies of a title report for each parcel involved, dated within 30 days
- \_\_\_ Two copies of the recorded grant deed for each parcel involved
- \_\_\_ Filing fee as established by City Council resolution