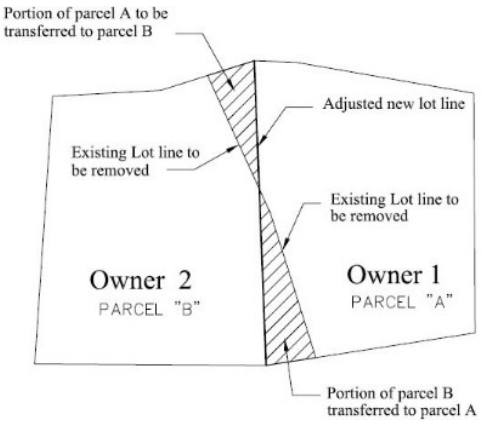
WHAT IS A LOT LINE ADJUSTMENT?

A Lot Line Adjustment is a process used to change the boundary between two or more existing parcels without creating additional parcels. This process allows property owners to transfer or adjust portions of land between adjacent properties, resulting in revised property boundaries and new legal descriptions for each affected parcel.

A Lot Line Adjustment may be requested between parcels under the same ownership or between separately owned properties, provided all property owners agree to the proposed adjustment. Once approved, the revised legal descriptions are recorded with Mendocino County.



WHEN WOULD YOU NEED A LOT LINE ADJUSTMENT?

A Lot Line Adjustment may be needed when a property owner wants to change the location of a shared property line between two or more existing parcels. This process allows property boundaries to be modified without creating additional parcels or changing the overall number of lots.

Common reasons for a Lot Line Adjustment include:

- Correcting an existing property line or boundary discrepancy.
- Transferring a portion of land from one parcel to an adjoining parcel.
- Adjusting property boundaries to accommodate existing buildings, driveways, or other improvements.
- Resolving encroachments between neighboring properties.
- Reconfiguring parcel boundaries to improve property access or usability.

Important: A Lot Line Adjustment does not create new parcels. All adjusted parcels must comply with applicable City requirements and the California Subdivision Map Act.

City of Fort Bragg
416 N Franklin Street
Fort Bragg, CA 95437

Lot Line Adjustments

City of Fort Bragg

Community Development Department

WHAT DOCUMENTS ARE REQUIRED WITH THE SUBMITTAL?

In addition to the completed Lot Line Adjustment application, the following documents must be submitted for City review:

- **Title Report(s):** Current title reports identifying ownership of the affected parcels and providing the existing legal descriptions for each parcel.
- **Plot Plan(s):** Drawings showing the existing and proposed parcel configurations, including all property line bearings and distances. A single drawing may be submitted if all information is clearly legible.
- **Lot Area Calculations:** Calculations showing the existing and proposed lot areas for each affected parcel.
- **Proposed Legal Descriptions:** New legal descriptions for each of the adjusted parcels, prepared by a licensed land surveyor or qualified civil engineer.

WHAT IS THE COST OF A LOT LINE ADJUSTMENT?

The cost of a Lot Line Adjustment depends on whether a Certificate of Compliance (CoC) is required. This determination is made after the City reviews the existing parcel's legal descriptions.

If a CoC is not required, the City can process the Lot Line Adjustment in-house, and a flat processing fee will apply.

If a CoC is required, additional review by the City's consulting Acting City Surveyor will be necessary. In this case, the applicant will be required to provide a deposit into a Developer Deposit Account (DDA) to cover the cost of staff and consultant review.

All review costs will be billed against the DDA at the City's applicable rates. Any remaining balance after the process is complete and the deeds have been recorded will be refunded to the applicant.

HOW DO I APPLY FOR A LOT LINE ADJUSTMENT?

Once the decision is made that a lot line adjustment is desired, a Planning Permit application may be obtained at the Community Development counter in City Hall, or on the website at: https://ftbragg-prod.accela.com/portal/auth/logout

WHAT IS THE LOT LINE ADJUSTMENT PROCESS?

Once the application and all required documents have been submitted, the City will review the materials for compliance with City policies and the California Subdivision Map Act. If revisions or additional information are needed, the applicant will be notified.

Once the City reviews and approves the legal descriptions, it will use them to prepare new deeds for the affected parcels. If a Certificate of Compliance (CoC) is required, the Acting City Surveyor will issue the certificate confirming that the adjusted parcels comply with the Subdivision Map Act.

Once completed, you can submit the new deeds and any required Certificates of Compliance to the Mendocino County Recorder's Office for recordation.