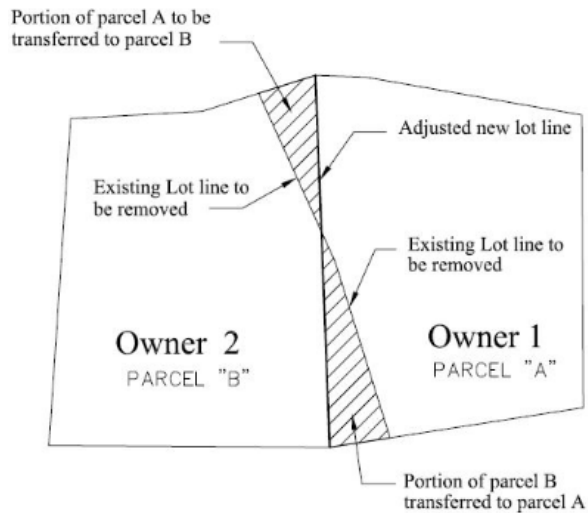


WHAT IS A LOT LINE ADJUSTMENT?

When a change to the property line between two parcels is desired, the easiest process to establish the change is through a lot line adjustment. The lot line adjustment will ultimately create a new legal description for both adjusted parcels that will be recorded by the County. The lot line adjustment can occur between two parcels under the same ownership, or two parcels with separate ownership, if the parties are in agreement.



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

Lot Line Adjustments



**City of Fort Bragg
Community
Development
Department**

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://city.fortbragg.com/DocumentCenter/View/1288/Planning-Application-and-Notice-PDF>.

WHAT DOCUMENTS ARE REQUIRED WITH THE SUBMITTAL?

Along with the completed application, the following documents will be required:

- Title Report(s) indicating ownership of the relevant parcels and containing the existing legal descriptions for each parcel.
- Plot plan(s) showing the existing and proposed lot configurations with the bearings and distances annotated. May be one drawing if all of the information can be read clearly.
- Lot calculations for the existing and proposed lot configurations.
- Legal descriptions for each of the newly configured parcels, to be prepared by a licensed land surveyor or engineer.

WHAT IS THE COST FOR A LOT LINE ADJUSTMENT ?

The cost depends on whether or not the Certificate of Compliance (CoC) will be required, which will be determined after review of the legal description for the existing parcel(s). If the CoC is not required the City can process the adjustment in-house, and there will be a flat fee collected. If the CoC is required then the review will need to include additional cost of having a Consultant (as Acting City Surveyor) review the submittal in order to issue the CoC. In those circumstances the applicant will be asked to make a deposit in a Developer Deposit Account, or DDA. Staff and Consultant time spent on reviewing the documents will be billed to the DDA account, at the City's cost. Any funds remaining in the DDA after the deeds have been recorded will be refunded to the applicant.

WHAT IS THE LOT LINE ADJUSTMENT PROCESS?

Once the application and required documents have been submitted, the City will review the documents for consistency with City Policy and with the Subdivision Map Act. Any required modifications to those documents will be conveyed to the applicant. Once the new descriptions have been provided to the satisfaction of the City, the descriptions will be used to create new deeds for the subject parcels. If the CoC is required, the Acting City Surveyor will provide a Certificate of Compliance (CoC) to be recorded with the deeds, certifying that the newly formed parcels conform to the Subdivision Map Act. The new deeds (and the CoCs, if required) can be taken to the County Recorder for recordation.