



MARIN COUNTY
COMMUNITY DEVELOPMENT AGENCY
BRIAN C. CRAWFORD, DIRECTOR

LOT LINE ADJUSTMENT FACT SHEET

DEFINITION

A Lot Line Adjustment is an adjustment or relocation of a property line between two to four existing adjacent parcels that does not result in the creation of additional parcels. The County will review the proposed Lot Line Adjustment to ensure that County standards for such items as minimum lot size, setbacks and access are maintained.

TIME FRAME FOR PROCESSING

Generally, action on a Lot Line Adjustment is taken four to six weeks from the date when the application is deemed complete.

APPLICATION PROCESS

- STEP 1** PRE-APPLICATION RESEARCH - Before submitting your application, you should research how the proposed boundary adjustment could affect future development on the subject parcels. Call or visit the planning information counter for information on required yard setbacks, minimum lot size and other policies/regulations which may affect your parcel(s). It will save you time at the counter if you know your Assessor's Parcel Number which can be found on your tax bill.
- STEP 2** SUBMIT APPLICATION AT PUBLIC INFORMATION COUNTER - The submittal requirements for a Lot Line Adjustment in the Zoning/Development Application Submittal Checklist. Please check with the public information planner counter if you have any questions regarding any of these items. Incomplete or unclear applications will not be accepted for processing.
- STEP 3** STAFF APPLICATION PROCESSING - A planner will be assigned to process your application. He/she will transmit your proposed Lot Line Adjustment and any other pertinent materials to relevant public agencies, such as the Department of Public Works and Fire Department, etc., for their review and comment.
- STEP 4** DETERMINATION OF COMPLETENESS - The planner assigned to your project will review your application for completeness. State law requires that staff determine whether the application is complete within thirty (30) days from submittal. You will be sent a Notice of Project Status informing you whether your application is complete or incomplete and, if incomplete, what items must be submitted before processing can begin.

STEP 5 PUBLIC NOTICE - Once it has been determined that a complete application has been submitted, a notice will be sent to all property owners within 300 to 600 feet of the subject property at least ten days prior to an action taken. Additionally, a notice will be posted in at least one location on or adjacent to the property which is the subject of the permit at least 10 days prior to the date of the decision or public hearing.

STEP 6 ACTION - The Community Development Agency Director (Director) can act to either approve, approve with conditions or deny your Lot Line Adjustment. If conditions are imposed, they will be limited to assuring conformance with local zoning and building ordinances or to facilitate the relocation of existing utilities, infrastructure or easements. The Director will take into account any information or comments from relevant public agencies and the general public. If major policy questions are at issue, the Director may refer your application to the Planning Commission for action. In the case of a public hearing, the Planning Commission will also consider public testimony. Lot Line Adjustments are finalized by the recording of a deed(s) by the applicant, and may require the filing of a record of survey to comply with the Land Surveyors Act. A deed(s) must be filed within 36 months after the Lot Line Adjustment approval. An extension of up to 36 months may be granted upon approval by the Director.

STEP 7 APPEAL – The action of the Director or Planning Commission is final unless appealed within ten business days from the date of the decision (five business days for properties in the coastal zone). Check the public information counter regarding applicable fees and other details of the appeal process.

FOR FURTHER INFORMATION

- Visit the Marin County Community Development Agency’s public information counter at the Civic Center - Room 308, San Rafael, California, Monday through Friday (closed holidays), 8:00 a.m. – 4 p.m., or call (415) 499-6269.
- Please refer to Marin County Development Code Chapter 22.90. (For projects in the coastal zone, see Marin County code Interim Title 20 Subdivision Ordinance Sections 20.06.025, 20.08.060, 20.56.060 and 20.56.080.)