



LOT LINE ADJUSTMENT

WHEN REQUIRED

A lot line adjustment is required to alter common property lines between four or fewer existing adjoining parcels. No new parcels can be created as part of a lot line adjustment. The City reviews lot line adjustments to ensure that local standards for such items as parcel size, setbacks, and access are maintained.

APPLICATION

The submittal requirements for a lot line adjustment are set forth on the reverse of this page.

A staff member in the Department of Community Development will be assigned to review the application for completeness within 30 days. Incomplete applications are often the major cause of delays in processing. Please submit all of the items listed in the submittal requirements; but, by all means, call the Department of Community Development if you have any questions.

SCHEDULING

When it has been determined by staff that a complete application has been submitted, it is transmitted to reviewing departments and agencies for comments.

The application is scheduled for action by the Community Development Director and notices briefly describing the application are sent to adjacent property owners.

ACTION

The assigned staff member will review the application taking into account any information from interested departments, agencies or the general public and present a recommendation to the Community Development Director. The adjustment must conform to the General Plan, Zoning Ordinance, and Building ordinances.

Based on requirements of state (Subdivision Map Act, Section 66412) and local law, the Community Development Director will act to approve, approve with conditions, or deny the application.

RESULT

The action of the Community Development Director is final unless appealed within ten days to the City Council. Appeals must be in writing and accompanied by the required filing fee.

Lot line adjustments are finalized by a recorded deed prepared by the applicant. The method to be used is specified in the Community Director's approval.

NOTE: You may request to receive notice of any proposal to adopt or amend any of the following: the Novato General Plan, a specific plan, or chapters of the Municipal Code affecting development. Please use the separate form titled "Request for Notification of General Plan or Municipal Code Amendments."

LOT LINE ADJUSTMENT - SUBMITTAL REQUIREMENTS

In order to apply for a lot line adjustment, you must submit the following items:

1. A completed Application for Zoning/Planning Action, Cost Recovery Agreement, and fee (see Fee Schedule). All property owners involved in the adjustment must sign the application or have authorized, in writing, the signature on the application.
2. Three copies of a map accurately drawn to a convenient engineer's scale and dimensioned, showing:
 - a. Existing property line boundaries and Assessor's parcel numbers.
 - b. Proposed property lines.
 - c. Size (by area) of all lots.
 - d. All property owners involved in the adjustment.
 - e. North arrow and scale. (North should be at the top of the sheet.)
 - f. Major topographic features.
 - g. All structures, improvements, drainage facilities, utilities, dedications, rights-of-way, and easements that may be impacted by the proposed adjusted lot line.
 - h. Vicinity map showing the relationship of the property to the surrounding lotting pattern and to the surrounding street system.
3. Written statement giving the reason for the proposed adjustment

For further information, please contact the City of Novato, Department of Community Development Planning Division at:

- 922 Machin Avenue, Novato, CA 94945
- (415) 899-8989
- www.novato.org