

LOT LINE ADJUSTMENT PROCEDURES

I. SUBMITTAL

- A. Payment of fee per Fee Schedule – per November 2000 update \$640 + 25% administration fee.
- B. Letters signed and notarized from all property owners involved, consenting to adjustments and agreeing to grant and accept property involved.
- C. Preliminary title reports and reference data.
- D. Draft deed.
- E. Plat Map (see Map Checklist).
 - 1. For each new parcel.
 - 2. For swapped area.
- F. Legal descriptions.
- G. Closure calculations – traverse.

II. PROCESSING

- A. Review Submittals.
 - 1. Plats, descriptions and closures.
- B. Update (red-line) Assessor Map at front counter

III. APPROVAL

- A. Review and approval by Zoning Administrator/Community Development Director.
- B. “Certificate of Compliance for Lot Line Adjustment” approved by City Engineer and Community Development Director.

LOT LINE ADJUSTMENT MAP CHECKLIST

FORMAT:

- _____ Clearly drawn on one sheet 8 ½" x 14" paper
- _____ Engineer's scale, not smaller than 1" = 100
- _____ Title Block contains Lot Line Adjustment Number
- _____ Names and addresses of legal owners
- _____ Notarized letter signed by owners of the property requesting Lot Line Adjustment

CONTENT:

- _____ North arrow, scale, and vicinity map sufficient to locate parcel
- _____ Names, locations and widths of adjacent streets
- _____ Boundary lines; City limit lines
- _____ Existing land use zones, and official plan lines
- _____ Locations of all structures, buildings, drainage channels, trees, roads, culverts, overhead and underground utilities, utility poles, wells and springs
- _____ Outline of existing slides, sump areas, and areas subject to inundation
- _____ Edges of pavement of existing roads and driveways
- _____ Existing property lines and easements, with dimensions
- _____ Names of owners of record of easements, exclusions and abutting properties
- _____ Proposed easements for utilities, drainage and access
- _____ Proposed lot lines with dimensions of lots
- _____ Areas for two new parcels (s.f./ac)
- _____ Areas to be used for public purposes and facilities

REFERENCE DATA:

- _____ Title Report (maps & deeds of reference documents)
- _____ Closure Calculations (error of closure, area, etc.)

Recorded at the request of:

• CITY OF MARTINEZ

USE 8"x14" ORIGINAL

After Recording, return to:

CITY OF MARTINEZ
City Engineer
525 Henrietta Street
Martinez, CA 94553

CERTIFICATE OF COMPLIANCE
FOR
LOT LINE ADJUSTMENT

OWNERS: _____

ASSESSOR'S PARCEL NUMBERS: _____

I, the City Engineer of the City of Martinez, hereby certify that the lot line adjustment as described on Exhibit "A" and delineated on Exhibit "B" attached hereto between Assessor's Parcel Numbers _____ is exempt from the Parcel Map Requirements of the State Subdivision Map Act and conforms to the Lot Line Adjustment requirements as provided by Section 21.60 et. seq. of the Martinez Municipal Code.

RICHARD R. CULLEN, Date
CITY ENGINEER

I, the Director of Planning and Building of the City of Martinez, hereby certify that the lot line adjustment referred to herein was approved by the City's Board of Adjustment on _____ pursuant to Section 21.60.035, Martinez Municipal Code. I further certify that this lot line adjustment meets all planning and zoning requirements.

REDUCED COPY

Date
OF PLANNING AND BUILDING

STATE OF CALIFORNIA
COUNTY OF CONTRA COSTA.

On _____ before me, the undersigned, a Notary Public in and for said County and State, personally appeared RICHARD R. CULLEN known to me to be the City Engineer of the City of Martinez, a political corporation, and executed the within instrument on behalf of the corporation therein named.

Notary Public in and for the County
of Contra Costa, State of California.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA) SS.

On _____ before me, the undersigned, a Notary Public in and for said County and State, personally appeared RICHARD PEARSON known to me to be the Director of Planning and Building of the City of Martinez, a political corporation, and executed the within instrument on behalf of the corporation therein named.

Notary Public in and for the County
of Contra Costa, State of California.

Muni
Code

SUBDIVISIONS

21.56.105 Exemption.

The Downtown Martinez Core Area (described as the twelve city blocks lying north of Ward Street, east of Berrellesa Street, south of Escobar Street and west of Court Street), shall be exempt from the following sections related to regulations for the Conversion of Rental Units to Condominiums:

- A. Section 21.56.004; and
- B. Section 21.56.006 F, G, H, and I.
(Ord. 902 C.S., 1979.)

21.56.130 Appeal to City Council--Hearing.

The procedure involved in the appeal of a City Planning Commission action is set forth in Sec. 21.42.100 of the Martinez Municipal Code. (Ord. 902 C.S., 1979.)

CHAPTER 21.60

LOT LINE ADJUSTMENTS

21.60.010 Application Required.

A Lot Line Adjustment Application shall be filed with the Community Development Department for lot line adjustments between two or more adjacent parcels, where:

- A. The land taken from one parcel would be added to an adjacent parcel;
- B. A greater number of parcels than originally existing would not thereby be created; and
- C. There would be no resulting violations of the Martinez Municipal Code. (Ord. 1154 C.S. § 2, 1990, Ord. 909 C.S., § 3, 1979.)

SUBDIVISIONS

21.60.020 Filing Fee.

All persons submitting applications for lot line adjustment shall pay all fees and/or deposits as provided by the City's resolution establishing fees and charges for subdivision maps and construction drawings. (Ord. 1154 C.S. § 2, 1990, Ord. 909 C.S., § 3, 1979.)

21.60.030 Preparation and Form.

- A. The general form and details of the application and accompanying information shall be as determined by the Community Development Director, but, at a minimum, shall include:
1. The names, addresses, and telephone numbers of the Record Owners; the assessor's parcel numbers assigned to the parcels.
 2. A diagram showing the boundaries of the lots, both existing and proposed, with sufficient information to locate the property, and
 3. A diagram showing the location and names of all existing streets or other public right-of-way in or adjacent to the lots, and
 4. A diagram showing the location of all existing buildings in the vicinity of the affected lot lines, and notations of structures to be removed, and
 5. A diagram showing important physical features, such as access and utility easements, railroad rights-of-way, political subdivision lines, rancho lines, and water courses, and
 6. A diagram showing true north point, dimensional and graphic scale, and date, and
 7. A diagram showing layout, numbers and dimensions of lots involved, and
 8. A diagram showing location and width of all proposed easements for all utility purposes, and

SUBDIVISIONS

9. A certificate signed by all owners agreeing to the filing of said application, and agreeing to comply with the provisions of the subdivision ordinance and State Map Act as they apply to the processing and approval of said application, and
10. Preliminary Title Report for all properties affected, and sufficient title information to show that the parcels were legally created, and
11. Such additional information as may be determined to be needed by the Community Development Director. (Ord. 1154 C.S. § 2 (part), 1990, Ord. 909 C.S., § 3, 1979.)

21.60.035 Review of Applications.

Lot line adjustment applications shall be approved, conditionally approved or denied by the Board of Adjustments. (Ord. 1154 C.S. § 2, 1990, Ord. 1103 C.S. § I (part), 1987.)

21.60.040 Term.

A Lot Line Adjustment approval shall be valid for one year; and, if the deed is not a matter of public record within said time, the approval shall expire. (Ord. 1154 C.S. § 2, 1990, Ord. 909 C.S., § 3, 1979.)

21.60.045 Deed.

An approved lot line adjustment shall be filed for public record by means of a deed containing the information specified in 21.60.030 A. 1 - 9 above, to be reviewed and approved by the City Engineer prior to recording. (Ord. 1154 C.S. § 2, 1990.)