



Community Development Department
Planning Division (415) 435-7390
1505 Tiburon Boulevard, Tiburon, CA 94920
www.townoftiburon.org

APPLICATION FOR LOT LINE ADJUSTMENT

PLEASE ANSWER THE FOLLOWING:

1. Existing area of each parcel in square feet: _____

2. Proposed area of each parcel in square feet: _____

3. Existing use of each parcel: _____

4. Proposed use of each parcel: _____

5. Surrounding land use: North: _____

South: _____

East: _____

West: _____

6. Please indicate the reason for the lot line adjustment: _____

PLEASE PROVIDE THE FOLLOWING ADDITIONAL MATERIALS:

1. Three (3) full-size copies of a Lot Line Adjustment map (Tentative Record of Survey). Maps shall be prepared by a registered civil engineer or licensed land surveyor and shall be drawn to a size and scale to clearly show the details of the plan (preferably one inch equals 40 feet). Every map shall be clearly and legibly reproduced and shall contain the following information:
 - a. Site Sketch. A site sketch indicating the location of the proposed Lot Line Adjustment in relation to the surrounding properties;
 - b. Title. The tract name, north arrow, scale, and sufficient boundaries to define the tract;
 - c. Names and Addresses. Name, address, and telephone number of the property owner of record, the applicant, and the engineer or surveyor;
 - d. Adjacent streets. Location, names, present width and grades of adjacent or abutting roads, streets, highways, or other travelways;
 - e. Inundated areas. Approximate location of all areas subject to inundation or storm water overflow, and the location, width, and direction of flow of all watercourses;
 - f. Easements. The approximate width and location of all easements for drainage, sewerage, public utilities, or other purposes;
 - g. Parcels. The approximate area and dimensions of all parcels, and radii of all curves.
2. One copy of the preliminary or final title report for each of the affected properties.
3. Any other pertinent information should be attached on a separate sheet.
4. Legal descriptions, prepared by a qualified professional (e.g. civil engineer, surveyor) of all properties affected by the proposed lot line adjustment. These should include a legal description of each property as it currently exists and legal descriptions of each property following the proposed lot line adjustment. In addition, a legal description(s) of the area(s) being added or subtracted from a property or properties shall be provided. To the maximum extent possible, the description(s) of each property to be created by the lot line adjustment shall describe a single parcel of land using metes and bounds, with a point of beginning, and which achieves "closure" upon returning to the point of beginning. Avoid use of phrases such as "together with" and "excepting therefrom" that prevent closure of the metes and bounds description for the proposed parcels.
5. A completed Town of Tiburon Land Development Application form.

Rev. 08/2014

ARTICLE 11

LOT LINE ADJUSTMENTS

Section 14-11.1 - Intent.

It is the intent of this article to provide for a method of reviewing applications for lot line adjustments.

Section 14-11.2 - Requirements for Application.

An application for a lot line adjustment shall include a site plan and may be accepted only if the following apply:

- (a) Number of lots. The application approval will not result in more lots than currently exist.
- (b) Minimum area. The application approval will not result in a parcel that has less area than the minimum lot area required for new parcels by the regulating zone. If a lot is already below the minimum lot area for its zone, then the lot area shall not be further reduced.
- (c) Encroachment. The application approval will not result in an encroachment into any public easement, right-of-way or required yard (without a variance).
- (d) Building and zoning regulations. The application approval will result in conformance with the zoning and building ordinances of the town or will not increase the nonconformance if such already exists.
- (e) Agreement. Written agreement of all owners of lots whose size or configurations will be affected by the proposed lot line adjustment.
- (f) Other requirements. All other requirements of this chapter are complied with.

Section 14-11.3 - Review procedures.

The planning director has the authority to approve a lot line adjustment, though the director may refer an application to the planning commission for action.

Section 14-11.4 - Development requirements.

Lot line adjustments approved under the provisions of this article shall be subject to those conditions which ensure that the proposed parcels meet the minimum requirements of the town. Approved lot line adjustments shall require a recorded deed or a record of survey in accordance with the Professional Land Surveyor's Act, section 8762 of the Business and Professions Code.

SOURCE: Tiburon Municipal Code, Title IV, Chapter 14 (Subdivision of Land)