



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

LOT LINE ADJUSTMENT APPLICATION

PLEASE ANSWER THE FOLLOWING (use additional sheets as necessary):

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 or larger scale). 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 of the area being added or subtracted from a property or properties (transfer parcel) shall be provided. To the extent practicable, the description of each property resulting from the lot line adjustment shall describe a single parcel of land using distances and bearings, with a point of beginning, and which achieves "closure" upon returning to the point of beginning. Such descriptions, where practical, should avoid use of phrases such as "together with" and "excepting therefrom" that prevent closure of the distances and bearings description for the resultant parcels.
5. A completed Town of Tiburon Land Development Application form.
6. The filing fee as shown on the current Town of Tiburon fee schedule.

s/planning/current forms/Lot Line Adjustment Application Form 2018

Excerpts from Tiburon Municipal Code, Title IV, Chapter 14, Article 4

Article 4. Lot Line Adjustments

14-4.401 Purpose.

The purpose of this article is to establish the procedures and standards for changing the boundary or boundaries between four (4) or fewer existing adjoining parcels as provided in the Subdivision Map Act to ensure that such adjustments are consistent with the General Plan and applicable zoning and building requirements. The map shall be drawn in accordance with the requirements established by the Town Engineer.

14-4.402 Procedure.

An application for a lot line adjustment shall be made to the Director of Community Development and shall be accompanied by the required filing fee and an application form for lot line adjustment containing all required materials as set forth therein.

(a) Within thirty (30) days of the receipt of the application, the Director and the Town Engineer shall perform a completeness review and may require additional information as deemed necessary to determine whether the proposed adjustment is complete and meets the requirements of this article including, but not limited to, a record survey of the property involved if necessary to provide an adequate description of the property as required by California Business and Professions Code Section 8762.

(b) Within sixty (60) days of the receipt of a complete application, the Director, in consultation with the Town Engineer, shall approve, conditionally approve, or deny the application for a lot line adjustment if the application is exempt from environmental review. If the application requires environmental review, the Director shall take action in compliance with the deadlines specified in the Permit Streamlining Act.

(c) The Director may impose any conditions necessary to ensure that the proposed map will comply with all of the required findings of Section 14-4.403. Any improvements that are required to be installed or constructed to comply with the criteria for approval shall be constructed pursuant to the requirements of this chapter.

(d) If the Director determines that the proposed adjustment does not comply with all of the required findings of Section 14-4.403, the Director shall deny the adjustment and provide written notification to the applicant of the decision.

14-4.403 Findings.

A lot line adjustment may be approved or conditionally approved only if all of the following findings are made:

(a) The adjustment is between four (4) or fewer parcels and no additional parcels are created.

(b) No street or alley dedication or improvement is necessary to adequately serve the properties affected by the proposed lot line adjustment.

(c) The lots proposed in the adjustment will comply with the provisions of this chapter, zoning regulations, the General Plan, and the Subdivision Map Act.

(d) The resulting parcels will not interfere with existing utilities, infrastructure or easements.

14-4.404 Appeals.

The Director's decision on a lot line adjustment may be appealed to the Planning Commission in accordance with the appeal procedures in Article 6 of Chapter 16. The decision of the Planning Commission shall be final.

14-4.405 Recordation.

Following the expiration of the appeal period pursuant to Section 14-4.404, or the Planning Commission's final decision if appealed and approved, the applicant for a lot line adjustment approved pursuant to this article shall have one year to record with the Marin County Recorder the appropriate instrument to implement and finalize the lot line adjustment, unless a shorter time period is specified in the approval. A copy of the recorded instrument shall be provided to the Director upon recordation.