



City of Woodland  
Community Development Dept.  
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(530) 661-5820 [www.cityofwoodland.org](http://www.cityofwoodland.org)

# LOT LINE ADJUSTMENTS

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## LOT LINE ADJUSTMENTS INFORMATION

### **Purpose:**

The lot line adjustment process allows minor changes in lot shape or size to be completed without the need for a more complicated subdivision application. The lot line adjustment process allows a property owner to change the shape or size of a lot by simply repositioning the existing lot lines.

### **When Required:**

A lot line adjustment may be used whenever minor adjustments are needed to a given parcel or parcels. For example, if one property owner wishes to purchase a portion of an adjoining parcel, a lot line adjustment can be used to move the property line to the new location, increasing the size of one parcel, and decreasing the size of the other. While the overall number of parcels may be reduced by a lot line adjustment; the number may not be increased. To increase the number of parcels, a standard subdivision application is required.

The Zoning Administrator is responsible for review and approval of all lot line adjustments. The City Engineer must also approve the adjustment. No public hearing is required.

### **Pre-Application Review:**

While pre-application review is not required for lot line adjustments, it is encouraged. Pre-application review allows the project sponsor and City staff to discuss the proposed lot line adjustment, and to identify any issues or problems that may arise from the proposed adjustment. Applicants are encouraged to meet with members of the Planning and Public Works Departments during the pre-application process to identify pertinent issues. By meeting with staff early in the review process, many issues can be resolved which would otherwise cause later delays. The staff can also determine if additional permits may be required (such as a variance or design review) at this time. Information on pre-application review can be obtained from any of the staff planners.

### **Application:**

Both the State Subdivision Map Act and the City of Woodland Subdivision Ordinance require the submittal of certain information as part of a lot line adjustment application. The requirements for submittal are listed on this form. Three sets of all paperwork and maps must be submitted initially. If larger than 8.5" x 11", all plans should be prefolded to a 9" by 12 size. Once submitted, the application will be reviewed for completeness. You will be contacted if additional information or copies are required. After staff has determined that the application materials are complete, the application will be processed and either approved or disapproved by the Zoning Administrator. If you have any questions regarding a submittal, contact the Community Development Department for assistance.

### **Environmental Review:**

The California Environmental Quality Act requires that certain types of applications undergo environmental review. Normally, lot line adjustments are exempt from environmental review. However, under certain circumstances, environmental review may be required. You will be informed if such review is required for your application. Please refer to the separate "Environmental Overview" handout concerning additional submittal requirements.

### **Process/Scheduling:**

Once the lot line adjustment application is determined to be complete, it is formally accepted. Copies of the application are sent to the Engineering Division of the Public Works Department and other agencies of jurisdiction for review and approval. No public hearing is required. Once engineering approval is received, the Zoning Administrator will review the application, and will either approve it or disapprove it. The process usually takes two to three weeks to complete, depending on the workload of the two departments.

### **Action:**

The Zoning Administrator or his designate will approve, conditionally approve, or disapprove the lot line adjustment. The Zoning Administrator's decision is based on criteria contained in the Subdivision Ordinance, the Zoning Ordinance, the General Plan and the City staff's comments. The Zoning Administrator's decision on a lot line adjustment is final unless appealed within 10 calendar days of the date of action. Zoning Administrator decisions can be appealed to the Planning Commission.

Information on appeals may be found in a separate information sheet. A lot line adjustment may not be filed until the close of the appeal period and until any other needed permits or approvals have been obtained. Requirements for related permits or licenses should be discussed with the following departments.

Building permit - Building Division

Business license - Planning Department

Encroachment permit - Engineering Department

Grading permit - Engineering Division

**Recordation:**

Following approval of the lot line adjustment, the Community Development will prepare the necessary documents for recording the adjustments. You will be contacted by the Planning Department when the documents are ready for recordation.

The applicant is responsible for filing the lot line adjustment with the County Recorder, and for paying all fees related to recordation.

**Submittal Requirements:**

To file a lot line adjustment application, the following items must be submitted:

1. A completed application form (original only). Please note that the application form must be accompanied by a "Letter of Authority to Submit Application" form signed by the property owner(s) and by any mortgage/deed/trust holder(s).
2. 3 copies of a title company statement or report verifying ownership of the property, and the mortgages/trust/deed holders of record.
3. 3 copies of a plat map, which has been prepared by a registered civil engineer or licensed land surveyor, and which contains the following information:
  - a. The exterior boundaries of the existing parcel(s), labeled with the address and assessors parcel number on each parcel. Number each parcel ("Parcel 1," "Parcel 2," etc.) to correspond with the parcel information on the application form.
  - b. The existing lot line which is proposed to be changed, shown as a dashed line and labeled as "existing lot line."
  - c. The new lot line, shown as a solid line, and labeled as "new lot line."
  - d. The location of all structures, parking lots, and driveways on the parcel(s).

- e. The location of any easements, rights-of-way, public streets, or public utilities on the parcel(s).
  - f. The name, registration number, seal, and signature of the engineer or surveyor who prepared the legal description and the plat map.
  - g. Location, size, and species of tree(s) affected by lot line adjustment.
4. 3 copies of a legal document, prepared by a registered civil engineer or surveyor, containing a legal description of the existing lots and the revised lots.
  5. Any other drawings, reports or data determined by the Planning Department to be necessary to undertake the review of the application.
  6. Filing Fee (see separate fee schedule). Checks should be made payable to "City of Woodland."
  7. Proof of payment of Yolo County Health Department plan check fees (copy of receipt).