



Planning Department

Lot Line Adjustment Procedure and Checklist

Definition: A lot line adjustment is the formal moving of a line(s) between four or fewer adjacent lots without the creation of any new parcels.

Application: An application for a lot line adjustment must include the following:

- A completed application form signed by the property owner
- The applicable filing fee
- A copy of a current preliminary title report concerning the property
- Eight (8) copies of a lot line adjustment map

The lot line adjustment map must be a scaled drawing that clearly defines the existing lots, the property line(s) to be adjusted and the new parcel line(s). The areas of the newly created parcels shall be shown on the lot line adjustment map. The drawing must also show the location of all existing and proposed structures and improvements in relation to the lines to be adjusted. Any easements that would conflict with the proposed new parcel lines must be noted. Specific dimensions will be necessary to determine that the adjustment will not affect setbacks, lot coverage, parking, minimum lot dimension or other requirements of the Zoning Code.

Review Process: Applications will be distributed to various City departments and other agencies for review and comment in regard to compliance with applicable standards and regulations. If the Community Development Director/City Engineer finds that the proposed adjustment conforms to all of the requirements of the Municipal Code, the application will be approved. If it is found that the proposed adjustment would not conform to the Code or there are unusual circumstances that warrant further evaluation, the Community Development Director/City Engineer will refer the application to the Development Review Committee. The Committee may approve, conditionally approve or deny the application. Any action by the Development Review Committee may be appealed to the Planning Commission.

Acknowledgement and Acceptance of Conditions: Following approval of the lot line adjustment, the applicant and property owner are required to execute an acknowledgement and acceptance to the terms and conditions of the approval.

Final Processing of the Lot Line Adjustment: Upon approval of the lot line adjustment, the applicant must submit the following information to the City Engineering Department for review:

- Copies of existing deeds and a current preliminary title report for each affected parcel
- New deeds for each affected parcel with an attachment consisting of an 8½ x 11 inch map reflecting the change; this map will be recorded by City Engineering with the new deeds
- A certificate verifying that current and/or delinquent assessments, plus estimated assessments for the upcoming year have been paid
- A check made out to the City of Madera for the deed checking fee of \$594 and the certificate of compliance fee of \$129
- A check made out to the County of Madera in the appropriate current amount necessary for recordation

Before recordation, the deeds will be reviewed for technical accuracy by the City and approved by a Certificate of Compliance consisting of a stamp on each deed original or on a separate document signed by the approving representative. Documents will be delivered to the County Recorder's Office by City staff.

A Lot Line Adjustment does not become effective until it is recorded with the County Recorder. Failure to complete the recording process within one year of the date of approval as applicable will render the approval null and void.