

# Lot Line Adjustment or Lot Consolidation Submittal Checklist (4 Parcels or Less)

23

**A** *Lot Line Adjustment* changes the boundary lines between two, three, or four existing parcels, in which the end result is an equivalent number of remainder parcels. A *Lot Consolidation* is combining two, three, or four existing parcels into fewer remainder parcels. In no case can a Lot Line Adjustment or Lot Consolidation result in a greater number of parcels than originally existed. Increasing the number of parcels is referred to as a *Subdivision* and requires a Parcel Map or Tentative Map. Changing the boundaries between more than four existing parcels requires approval of a Parcel Map or Tentative Map even if the change in boundaries does not result in a greater number of parcels than originally existed.

## **Required Findings:**

In general, if a complete application for a Lot Line Adjustment or Lot Consolidation is submitted, it can be approved by the Planning Manager if it meets all the following conditions:

1. *The Lot Line Adjustment or Consolidation is consistent with the Salinas general plan and the regulations of the Zoning Code.*
2. *The Lot Line Adjustment or Consolidation does not impair existing easements or the relocation of existing easements, utilities, or infrastructure serving adjacent lots, parcels, or public lands and streets.*
3. *The Lot Line Adjustment or Consolidation does not impair existing access or create a need for access to adjacent lots or parcels.*
4. *The Lot Line Adjustment or Consolidation does not require the alteration of existing improvements or buildings, nor does it create a need for any building improvement, or other wise create noncompliance with the Uniform Building Codes.*
5. *The Lot Line Adjustment or Consolidation shall not adjust or remove the boundary between parcels for which an improvement agreement has been recorded and all required improvements have not been completed, unless the city planner determines that the proposed adjustment will not significantly affect the improvement agreement.*

## **What is the process for completing a Lot Line Adjustment or Lot Consolidation?**

*Step 1: Request a Development Review Application from Community Planning and Development:*

City of Salinas  
Community Development Department  
65 West Alisal Street,  
Salinas, CA 93901  
Or

[www.ci.salinas.ca.us](http://www.ci.salinas.ca.us)

(Community Development Department page)

*Step 2: Submit the completed application and all necessary materials to Community Planning and Development.*

*Step 3: Staff will review the application and contact you.*

# INFORMATION BULLETIN

City of Salinas  
Community Development Department  
65 W. Alisal Street  
Salinas, CA 93901  
(831) 758-7206

## Application Submittal

- \_\_\_\_\_ Completed Development Review Application with responses to the Operational/ Environmental Statement.
- \_\_\_\_\_ Filing Fee for a Minor Subdivision (Lot Line Adjustment or Lot Consolidation)
- \_\_\_\_\_ Four (4) copies (8½" x 11" format) of the proposed Lot Line Adjustment or Lot Consolidation, drawn-to-scale.
- \_\_\_\_\_ Four (4) copies (minimum 11" x 17"format) of the Site Plan showing all involved properties, including existing and proposed lot lines, buildings, structures, site improvements, easements, and any other relevant information.
- \_\_\_\_\_ Two (2) copies of each property's Title Reports prepared within six months of submittal.
- \_\_\_\_\_ Legal Description of the proposed Lot Line Adjustment or Consolidation prepared on 8½" by 11" format.
- \_\_\_\_\_ Traverse calculations

### ***Related Information Bulletins***

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<b><i>Information Bulletin</i></b>	<b><i>Description</i></b>
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18	<i>Parcel Map Submittal Checklist</i>
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21	<i>Tentative Map Submittal Checklist</i>
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