

Adjustment Plat (Lot Mergers, Lot Line Adjustments) Procedures

1. The applicant shall submit an application for approval of an adjustment plat along with a reproducible adjustment plat and such information as may be required for the adjustment. (Legal Description and/or map stamped by surveyor or engineer)
2. Within 20 days after the application has been accepted as complete, the City Engineer will approve, conditionally approve, or disapprove the plat adjustment. The applicant shall be notified of the decision by written notice. All affected property owners will be required to file the appropriate grant or transfer deeds and grant all necessary easements.
3. The Planning department submits the application and adjustment plat to the Development Review Committee members for its review and recommendation. Most adjustment plats are exempt from CEQA and require only a Notice of Exemption.
4. If the City Engineer determines that the adjustment plat meets the requirements of this article, he/she shall certify on the adjustment plat that it has been approved, and file it in the office of the City Engineer. The City Engineer shall require a revised adjustment plat to be submitted when said the engineer finds the number or nature of the changes necessary for approval are such that they cannot be shown clearly or simply on the original plat.
5. The Planning Department will issue a Certificate of Compliance to accompany the approved adjustment plat in preparation for filing at the County Recorder.
6. The City Clerk submits the approved adjustment plat and Certificate of Compliance to the County Recorder. The applicant must obtain a tax certificate from the county before the property can officially be recorded. The County charges a fee of \$6.00 for the first page and \$3.00 per additional page for filing. Arrangements can be made with the City Clerk for payment of these fees.