



# CITY OF MORRO BAY

## LOT LINE ADJUSTMENT OR PARCEL MERGER

Public Services Department  
Planning Division

955 Shasta Avenue  
Morro Bay, CA 93442  
(805) 772-6577

### **Introduction**

This handout summarizes Morro Bay's process for a Lot Line Adjustment or Parcel Merger. Section 16.28 of the City's Municipal Code address Lot Line Adjustments and Section 16.32 address Parcel Mergers.

### **What is a Lot Line Adjustment?**

The adjustment of lot lines enables two or more parcels to move property lines without changing the number of parcels.

A lot line adjustment is between four or fewer existing adjoining parcels, where the land taken from one parcel is added to an adjoining parcel, and where a greater number of parcels than originally existed is not thereby created.

The City shall limit its review and approval to a determination of whether or not the parcels resulting from the lot line adjustment will conform to the local general plan, any applicable specific plan, any applicable coastal plan, and zoning and building ordinances. The City shall not impose conditions or exactions on its approval of a lot line adjustment except to conform to the local general plan, any applicable specific plan, any applicable coastal plan, and zoning and building ordinances, to require the prepayment of real property taxes prior to the approval of the lot line adjustment, or to facilitate the relocation of existing utilities, infrastructure, or easements.

No tentative map, parcel map, or final map shall be required as a condition to the approval of a lot line adjustment. The lot line adjustment shall be reflected in a deed, which shall be recorded. No record of survey shall be required for a lot line adjustment unless required by Section 8762 of the Business and Professions Code.

### **What is a Parcel Merger?**

A parcel merger enables two or more parcels to be combined into one parcel, resulting in a reduction in the number of parcels.

### **What should I consider when adjusting or merging parcels?**

When lot lines are adjusted, they can have impacts on adjacent neighbors and future use of the land. When one parcel is reduced in size it may reduce the development potential.

When parcels are merged together, the density of the area is initially reduced, but the additional lot area could result in the opportunity for a future subdivision of the parcel or development of the parcel into a higher density.

Prior to the submittal of a formal application for a Lot Line Adjustment, the Planning Division strongly encourages you to submit a no-fee preliminary, conceptual plan for staff review and comment.

**Can conditions of approval be imposed?**

Approval of your application could be contingent on specified conditions. An approval letter will contain any conditions of approval that are attached to the project.

If you do not agree with the conditions of approval or the action taken on your application you can file an appeal to challenge the conditions or action taken.

**Who can prepare these types of plans?**

Lot line adjustment and parcel merger plans must be prepared by a registered civil engineer or licensed surveyor. The boundary information must be certified as to accuracy by a licensed surveyor or engineer authorized to practice land surveying.

**What if the adjusted parcels do not conform to the subdivision design standards or the newly adjusted property line cannot accommodate the required setbacks under the Zoning Ordinance?**

Applicants may apply for a subdivision exception or a variance to the Zoning Ordinance which requires specific findings for approval. Please see the subdivision exception and Variance applications and handouts for more information.

**Can the Action be appealed?**

The administrative action does not become effective until 10 days after the ruling. During this time you or any concerned party may appeal the action to the Planning Commission by submitting a completed Appeal Form and an appeal fee.

The Planning Commission action does not become effective until 10 days after the ruling and during that time you or any concerned party may appeal the action to the City Council by submitting a completed Appeal Form and an appeal fee.

**How long does the process take?**

Generally, from the time the application is deemed complete, the process takes about three to four weeks for administrative approval. This period may be longer if the

plans require revision, or if the approval/denial action or conditions of approval are appealed.

**What documents need to be recorded with the County?**

A new property deed(s) conveying the adjusted property will need to be recorded with the County. The Engineering Division assists in this process. For more information on this topic, please contact the Public Services Engineering Division at (805)772-6265, or the County of San Luis Obispo at (805) 781-5600.

**For More Information**

Phone:

Planning Division  
(805) 772-6577

Walk-In:

Public Services Department  
955 Shasta Avenue

Planning Counter Hours:

M, T, Th, F from 1-5 PM

Website:

[www.morro-bay.ca.us/planning](http://www.morro-bay.ca.us/planning)



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Planning Division

955 Shasta Avenue  
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(805) 772-6577

## LOT LINE ADJUSTMENT OR PARCEL MERGER APPLICATION

**For Department Use Only:**

Case No.: \_\_\_\_\_

Type:  LLA

PM

Fees Paid:  \$ \_\_\_\_\_

<b>Record Owner(s)</b>	Name:	Daytime Phone:	
	Address:		
Engineer No.	Name:	Daytime Phone:	
Surveyor No.	Name:	Daytime Phone:	
<b>Agent</b>	Name:	Daytime Phone:	
	Address:		
Project Description:			
Property Address:		Lot:	Block:
Assessor's Parcel Number:		Tract:	
Existing Use:			
Proposed Use:			
Existing Zoning:			
Gross Site Acreage (including public dedications and roads):			
Net Site Acreage (gross acreage minus public dedications and roads):			
Date Record Owner Purchased Lot:			
Contiguous Property in Same Ownership:			

Version 3/2013

**FOR APPLICATION SUBMITTAL REQUIREMENTS, SEE PAGE 2**

## APPLICATION SUBMITTAL REQUIREMENTS

Information on this checklist must be submitted for your project to be accepted for processing, review, and action. These are the **minimum** requirements and additional information and/or plans may be required to evaluate your application following initial review by staff. **An application not containing the necessary information as shown on the checklist will be deemed incomplete and placed on hold.** Check each box to indicate that you have provided the appropriate information. *Please note, all submitted information must be clearly and legibly reproduced. Additional plans and materials may be required if the project is appealed.*

- 1. Application and fee: Applications can be obtained online or from the Public Services Department counter.
- 2. Preliminary title report.
- 3. Property owner(s) signature(s): All property owners must sign the application form or provide a written letter of authorization prior to submittal of the application for review.
- 4. Association approval: Applications in areas with a Home Owner's or Business Owners' Association need to also provide an approval letter from the Association stating their review and approval of the proposed project.
- 5. Assessor's parcel map(s) with affected properties highlighted.
- 6. Vicinity map of appropriate scale and showing sufficient adjoining territory to clearly indicate surrounding streets, other land in the subdividor's ownership, and other features that have a bearing on the proposed subdivision.
- 7. Preliminary map - a total of five 18" x 26" copies, folded, and one 11" x 17" reduction. Each set of plans must contain:
  - a. The location of all:
    - i. Existing and proposed lot lines with the bearings and distances noted;
    - ii. Existing and proposed easement location and title;
    - iii. Existing and proposed buildings on the site with setbacks to the property lines as shown;
    - iv. Trees with a trunk diameter of four inches or greater; and
    - v. Parking stall locations.
  - b. The name and address(es) of the record owner(s) for the property(ies);
  - c. The name and address of the person, firm, or organization preparing the plans.
  - d. The dimensions of each lots and calculations of existing and proposed lot areas;
  - e. The lots need to be numbered;
  - f. The parcel map number or name if any, date of preparation, North arrow, scale, and, if based on a survey, the date of the survey.
  - g. Name and address of the person or entity who prepared the map and the applicable registration or license number.
  - h. Names and addresses of the applicant(s) and all parties having record title interest in the property being adjusted.
  - i. The legal boundaries of the properties to be adjusted, with sufficient information to locate the property and to determine its position with respect to adjacent named or numbered subdivisions, if any.
  - j. Topographic information based on NAVD 88 with a reference to the source of the information. Contour intervals shall be shown as follows: 0-12% slope - 2' intervals; >12% slope - 5' intervals. Show adjacent land contour intervals if such land affects proposed subdivision.

- k. The locations, widths, and names or designations of all existing or proposed streets, alleys, paths and other right-of-way, whether public or private; private easements within and adjacent to the subject property.
- l. The location and outline to scale of all structures which are to be retained within the subject parcel(s) and all structures outside the subdivision and within ten feet of the boundary lines; the distances between structures to be retained, and existing or proposed street and lot lines; notations concerning all structures which are to be removed.
- m. The locations, widths and purposes of all existing and proposed easements for utilities, drainage and other public purposes shown by dashed lines, within and adjacent to the subject parcel(s); all existing and proposed utilities including size of water lines and size and grade of sewer lines, locations of manholes, fire hydrants, street trees and street lights.
- n. The location, width and directions of flow of all water courses and flood-control areas within and adjacent to the property involved; the proposed method of providing storm water drainage, low impact development and erosion control.
- o. The location of all potentially dangerous areas, including areas subject to inundation, landslide, or settlement, or excessive noise, and the means of mitigating the hazards.
- p. The line and approximate dimensions of all parcels, and the number assigned to each parcel (parcels shall be numbered consecutively; the total number of parcels; the area of each parcel.
- q. The locations of any existing or abandoned wells, septic leaching fields, springs, water impoundments and similar features to the extent they affect the proposed use of the property.
- 8. Any draft documents needed for final map recordation, such as CC&Rs, open space, easement agreement, access easement agreement.
- 9. Prepared deed for recording.

**PLEASE READ CAREFULLY BEFORE SIGNING**

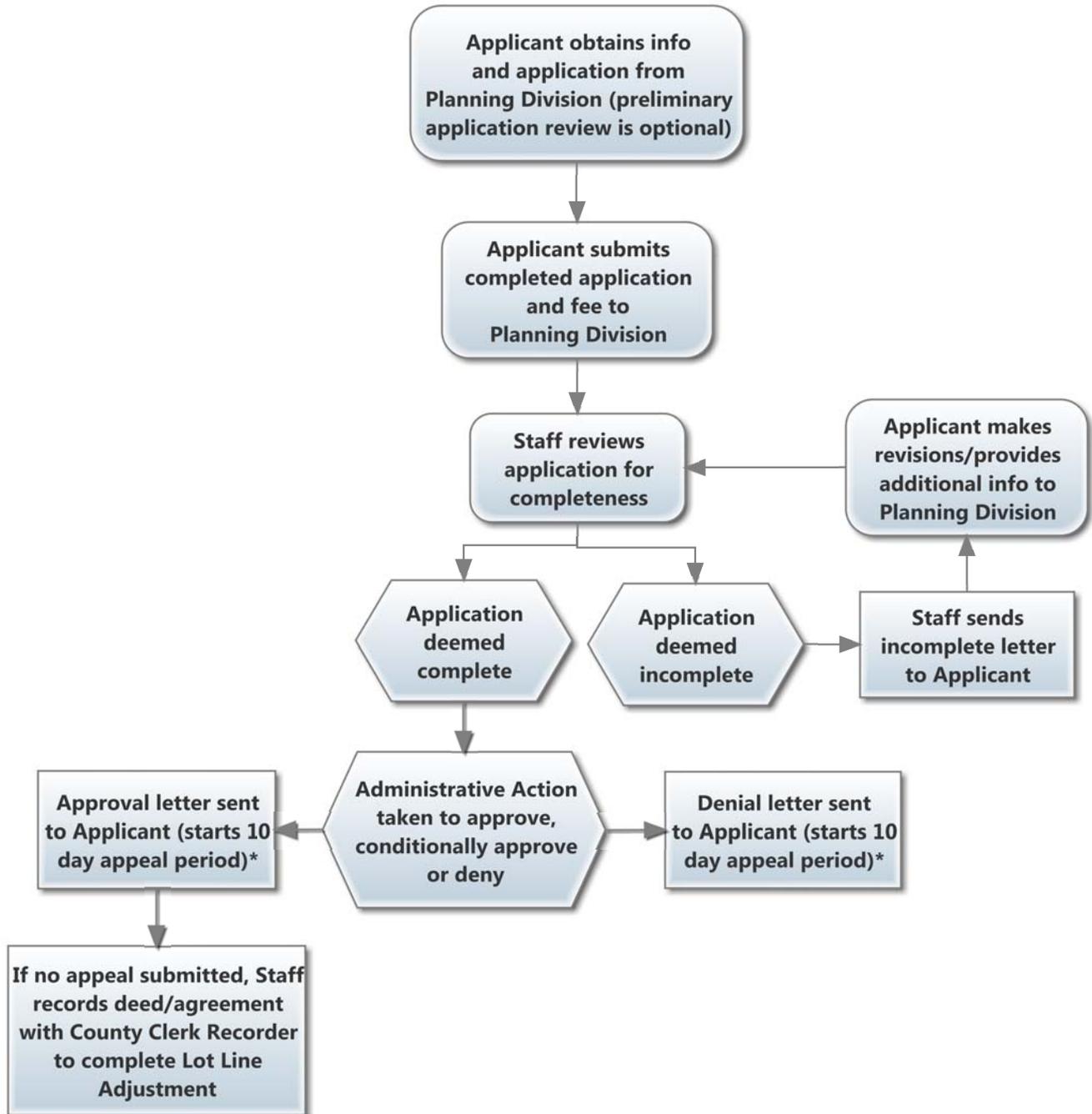
Acceptance of this application does not imply approval/authorization of this request. I realize that this application may be denied or that conditions may be attached to this request to assure compliance with applicable Municipal Code requirements. The Applicant agrees to pay invoiced amounts to the City for the cost of checking, inspection, and other provided work related to this project as performed by staff or contracted engineering services.

I, the undersigned Applicant/Representative, do verify that all the items necessary for this project, and as checked above, are included in the attached submittal.

Name (printed)	
Signature:	Date:
Engineer/Surveyor Name (printed)	
Engineer/Surveyor Signature:	Date:



**City of Morro Bay  
Planning Division  
Lot Line Adjustment  
Parcel Merger  
Process**



\*See Appeals handout and flowchart for information on Appeals process



**City of Morro Bay  
Planning Division  
Administrative Action  
Appeals Process for  
Lot Line Adjustment  
Parcel Merger**

