



CITY OF LARKSPUR

**Planning Department
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Submittal Requirements and Review Process for Lot Line Adjustments and Lot Mergers

Lot Line Adjustments and Lot Mergers are ministerial applications and are not subject to the processing requirements of the Permit Streamlining Act. However, the City makes every effort to process these applications in a timely manner. The Planning Department and City Engineer will review each application for completeness of required information and fees, and a notice of non-acceptance will be mailed to those applicants whose submittal requires revisions. The Planning Department cannot take action on an application until the documents are found acceptable and the application is determined to be complete.

Submittal Requirements

The following items must accompany your application unless specifically waived by the Planning staff or City Engineer.

- Application - completed & signed by applicant & property owner.
- Deposit - as required or fee established by resolution of the Council.
- Two (2) copies of the Plat accompanying the legal descriptions or Record of Survey. Please talk to your surveyor to determine the appropriate format. (Plat and legal descriptions should be 8.5" X 11" to comply with the Marin County Recorders office requirements regarding standard document size.)
- Preliminary Title Report
- Legal descriptions and sq. ft. of the existing lot(s).
- LLA ONLY: 2 copies of the legal description and sq. ft. of land being deeded from one party to another.
- 2 Copies of the new legal description, noting total sq. ft., of the proposed adjusted lot area(s).
- Cover Sheet, written to reflect your particular proposal. This is required by the Marin County Recorders office and is recorded along with the new legal descriptions and Plat (see attached example). The County requires the format shown in the attached example and will not accept an alternative layout
- LLA ONLY: Lots with an average grade in excess of 10% must provide a topographic survey. Required lot size is determined by average grade of each lot (See Section 18.34 Slope and Hillside Development Regulations.)
- 2 Copies of the closure calculations.

For lot line adjustments between lots where one or more of the lots have site improvements, the following additional information may be required to demonstrate compliance with zoning regulations:

- To verify required setbacks and permitted lot coverage, the survey of all affected lots must depict existing site improvements, including:
 - Building footprints, including any detached accessory structures;
 - Existing and proposed setbacks from property lines;
 - Attached or detached decks and stairs;
 - Landscape improvements and retaining walls;
 - Location of sewer, water service, and utilities;
 - Location of driveway;
 - Site topography is also required if the lots have an average grade of 10% or more.
- To verify compliance with the permitted floor area ratio, provide floor plans of all buildings located on a lot that is being reduced in area. (Floor plans shall be a minimum scale of 1" = 1/4")

Review Process

1. All submitted documents will be reviewed by the Planning Department and the City's Civil Engineer. You will be informed in writing if any revisions to the submitted documents are required.
2. Once all documents are approved, the Planning Department will mail a Notice of Action approving or denying the requested lot line adjustment/merger.
3. After receipt of the Notice of Action from the City of Larkspur approving your request, you must submit the following to finalize the process and record the City's approval of the lot line adjustment/merger with the County of Marin.
 - A clean copy of the approved legal descriptions, stamped by the surveyor.
 - A clean copy of the Lot Line Adjustment Plat (8.5" X 11"), stamped by the surveyor.
 - The Cover Sheet required by the County Recorder, signed by all property owners of record. All owner signatures must be notarized.
 - A check for the estimated recordation fees. Please refer to the County of Marin website for recordation fees, or call the Recorder's office directly at (415) 499-6092.
4. The City of Larkspur will sign the cover sheet, place the City Seal on the documents and transmit the documents and fees to the County of Marin for recordation.
5. If applicable, the property owner or surveyor can then file the Record of Survey with the County.

Please note that the recordation of the above documents only serves to notify the County of Marin that the City of Larkspur has approved the lot line adjustment as presented in the legal descriptions. To amend the deed for each affected parcel you should hire a reputable title company to prepare the necessary legal documents, changes in deeds, and to obtain the necessary releases from any lenders with interest in the affected property. Without this final step, you will not have legally changed or transferred title to the land.