

Lot Line Adjustment Procedures

1. Submittal of the following material starts the process:
 - The lot line adjustment application and supporting materials.
 - The environmental clearance application.
 - The current filing fee.
2. A tract number will be issued, and the application is sent to the City Engineer for review.
3. After the City Engineer has reviewed the application and the applicant makes all required corrections, the application is submitted to the Director of Community Development for approval.
4. The approved application is sent to the City Clerk for recordation.
5. A deed or other acceptable mechanism must be recorded by the applicant to officially adjust or remove the lot line.

Merger Procedures (Property Owner Initiated)

1. Property owner submits a signed and notarized "Property Owner Initiated Merger – Waiver of Right of Hearing and Notice" form, and grant deeds or a title report of the properties to be merged (must contain a legal description).
2. The Community Development Department fills out the necessary paperwork and transmits it to the City Clerk.
3. The City Clerk contacts the property owner to collect the recording fee (~\$20 to \$30). Once fees are paid, the documents are transmitted to the County Recorder's Office for recordation.
4. A merger of parcels becomes effective when the merger documents have been recorded.

For additional information or application forms, please contact the Community Development Department.

Guide to the Land Division Process



City of Santa Maria Community Development Department



Printed on Recycled Paper
(7/23/2007)

110 South Pine Street, #101
Santa Maria, CA 93458
Phone: 805-925-0951, x244
Fax: 805-928-7565

What is a Land or Condominium Division?

Lot line adjustments, mergers, tentative maps, parcel maps and final maps are means of legally dividing or combining airspace or land into saleable units. The purpose of the land division process is to allow the City to review and approve the design and improvement of these projects and to ensure that the proposed projects are consistent with the City's general plan, subdivision ordinance, and zoning ordinance. The State Subdivision Map Act gives the City authority to regulate land divisions.

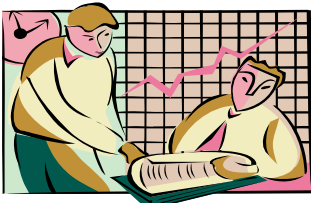
Types of Land Divisions

A **lot line adjustment** is a means of legally adjusting or eliminating lot lines between two or more parcels in such a manner as to create less or the same number of parcels. Lot line adjustments are reviewed by the City Engineer and approved by the Director of Community Development.

A **merger** is a means to legally combine two or more contiguous parcels into one parcel, subject to certain restrictions. Mergers are approved by the Director of Community Development.

A **tentative and parcel map** is a means to legally create four or less lots, condominium units or stock cooperative units. These maps are approved by the Planning Commission.

A **tentative and final map** is a means to legally create five or more lots, condominium units or stock cooperative units. These maps are approved by the Planning Commission.



Procedures for Tentative Maps with Parcel or Final Maps

1. **Consultation.** The applicant may meet with staff of the Community Development Department (CDD) to determine the feasibility of a project and the best way to proceed. At this meeting, at least two copies of a conceptual layout of the project should be provided.
2. **Tract Number.** A tract number shall be issued by the CDD prior to submittal of the preliminary tentative map.
3. **Preliminary Tentative Map Application.** The following items shall be submitted for review by the City's Subdivision Committee:
 - The land division application.
 - The environmental clearance application.
 - Two copies of a recent (less than 6 months old) preliminary title report.
 - A letter of consent from the owners of the property to file the map.
 - A statement of all proposed deviations from City standards for map, street, and storm drainage design, together with justification for each as provided by Section 11-3.04(b)(5) of the Santa Maria Municipal Code.
 - **30 copies** of the preliminary tentative map folded to an 8.5" by 11" size showing the items specified in Section 11-03.04(a) of the Santa Maria Municipal Code.
 - The current filing fee.
4. **Subdivision Committee.** The preliminary tentative map is scheduled for Subdivision Committee review within 45 working days of acceptance of the application. The preliminary tentative map is reviewed by the Subdivision Committee for conformance with the Santa Maria Municipal Code and other applicable laws, regulations, and standards. The review is in the form of memoranda and letters that outline corrections and recommended conditions of approval for the project. More than one Subdivision Committee meeting may be necessary depending on the complexity and nature of a particular project. Upon

completion of this process and acceptance of the preliminary tentative map by the Subdivision Committee, as modified, the subdivider may file the official tentative map as provided by Section 11-3.03 of the Municipal Code.

5. **Planning Commission Action.** After environmental review is complete and required noticing has been provided, the official tentative map is acted upon by the Planning Commission. The Planning Commission is the approving body for all official tentative maps, subject to appeal to the City Council.
6. **Recordable Map.** After approval of the official tentative map, the applicant submits the recordable map (final map or parcel map), public improvement plans (if needed), and surety estimates to the City Engineer for review and approval. A parcel map is processed for maps with four or less lots, and a final map is processed for maps of five or more lots.
7. **Agreement.** The City prepares a parcel map or subdivision agreement requiring the subdivider to perform all of the conditions of approval. The subdivider posts adequate surety to cover the costs of complying with certain conditions of approval.
8. **City Council Action.** Upon receipt of the executed agreement and supporting material, the final or parcel map and associated agreement is scheduled for City Council action. At this meeting, the City Council approves the map and agreement and accepts any dedications that are required. Parcel maps that do not require sureties may not need City Council approval and are processed directly through the City Clerk's office.
9. **Recordation.** The parcel map or final map is recorded in the County Recorder's Office.

