



City of Santa Barbara  
Public Works Department

## **LOT LINE ADJUSTMENT HANDOUT (POST PC/SHO APPROVAL)**

**After approval by the Planning Commission or Modification Hearing Officer, and at the time of application, the Applicant shall submit the following to the Public Works Department Engineering:**

- Completed application with request for Lot Line Adjustment, signed by all property owners.
- Planning Commission or Staff Hearing Officer Resolution approving Lot Line Adjustment
- Lot Line Adjustment Fee *Per Current Fee Resolution* (post Planning Commission Approval)
- Preliminary title reports/grant deeds for each and every parcel being adjusted (no older than 90 days). Staff may request current title reports to replace previously submitted title reports, or the applicant shall provide proof from the County Records Office that the title report has remained unchanged since the last issue.
- Separate legal descriptions of the existing lots prior to the lot line adjustment (commonly known as Exhibit A).
- Separate legal descriptions of the adjusted lots, signed and stamped by a California licensed land surveyor. The new legal description shall contain deed references "tying" it to adjacent lots (commonly known as Merged Parcel Description, Exhibit B).
- Survey closure calculations prepared by a licensed surveyor for each existing and merged legal lot.
- An accurate and legible 8½" x 11" Lot Line Adjustment plan, including existing lot lines, lot lines to be adjusted, adjacent roadway and a vicinity map (commonly known as Exhibit C. Please see the sample on page 3).

During application processing, the following **may** be required:

- If any of the adjusted parcels are financed, the applicant shall provide an executed "Consent to Lot Line Adjustment" form signed off from owners of beneficial interests (see sample on page 4). Signature of Trustee, "pursuant to request of Beneficiary".
- If requested by the licensed surveyor or the Public Works Director, a Record of Survey shall be required to be filed concurrently with the Lot Line Adjustment document, or the owner shall be required to obtain a title insurance policy for the adjusted parcels to ensure no "overlaps or gaps". The County Surveyors Office reviews and signs the Records of Survey prior to the City Engineer's signature.

## **PROCESS:**

1. Owner obtains and completes a Preliminary Change of Ownership Report (PCOR) from the County Recorder's Office and obtains evidence of prepayment of property taxes from the County Assessor's Office.
2. City Land Development staff reviews documents, assembles submitted information into a Lot Line Adjustment packet and returns the Lot Line Adjustment Agreement (or Covenant) and the Exhibits to the applicant for notarized signatures by the owners after a full review has been completed.
3. Applicant re-submits the following: Evidence of prepayment of property tax from the County Clerk of the Board, executed Lot Line Adjustment packet (agreement and exhibits) and PCOR.
4. Lot Line Adjustment document is signed by the City Engineer and Notarized
5. Public Works staff takes the Lot Line Adjustment packet to the County Clerk-Recorder's for recordation
6. The original recorded document is returned to the City Engineer's office.
7. Engineering staff enters the recording information into Accela
8. A copy of the recorded Lot Line Adjustment document is sent to the applicant.

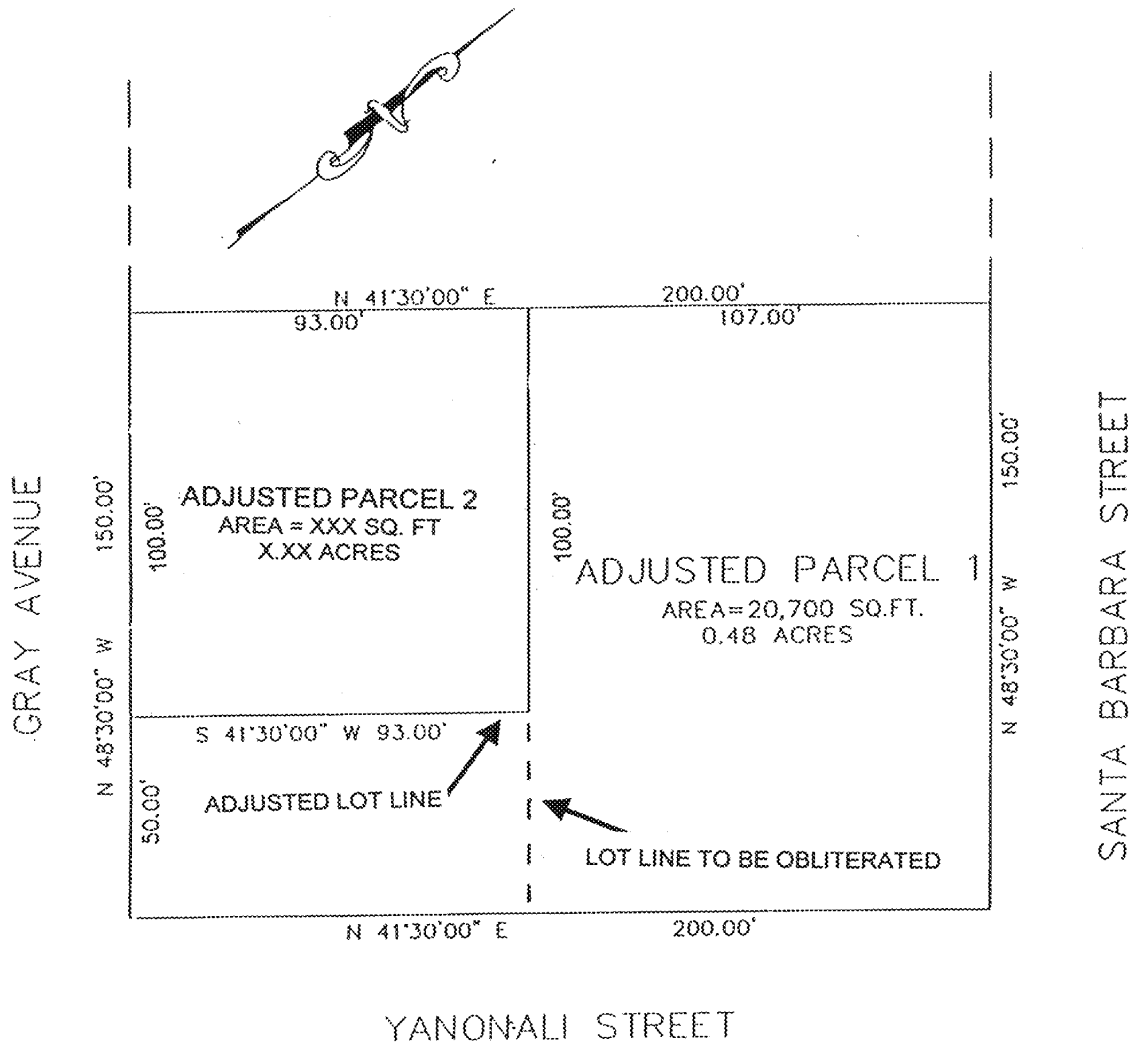
**The above addresses Public Works Department concerns and requirements.  
Other City Divisions/Departments may have additional requirements.**

*For information call (805) 564-5388*

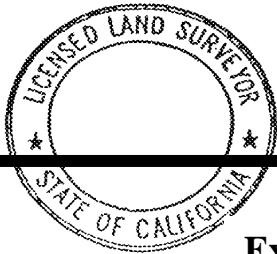
*City of Santa Barbara Public Works Department*

*630 Garden Street, Santa Barbara, California, 93101*

*7/2024*



COMPANY NAME OR LOGO



Signature \_\_\_\_\_  
NAME PRINTED \_\_\_\_\_ DATE \_\_\_\_\_

SCALE: 1' = 30'

**SAMPLE**

**Exhibit C – For Informational Purposes Only**

TRUSTEE'S CONSENT TO LOT LINE ADJUSTMENT

\_\_\_\_\_, is the Trustee under the Deed of Trust dated \_\_\_\_\_ (the "Deed of Trust") executed by \_\_\_\_\_, and recorded \_\_\_\_\_ as Instrument No. \_\_\_\_\_ in the Official Records of the Office of the County Recorder for the County of Santa Barbara, State of California. The Deed of Trust encumbers the real property described in the attached Lot Line Adjustment Agreement or Declaration (Agreement/Declaration). Pursuant to the request of the Beneficiary of the Trust Deed, Trustee does hereby consent to the execution and recordation of the Agreement/Declaration, and agrees that upon recordation of the Agreement/Declaration, the Trustee's and Beneficiary's interests in said real property (i) shall be subordinate to the Agreement/Declaration and (ii) shall apply to the entire adjusted parcel rather than merely a portion of the adjusted parcel.

TRUSTEE:  
Name of Trustee

By \_\_\_\_\_  
(Type Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Area Code and Phone number)

INSTRUCTIONS

This Consent will be recorded. A notary must acknowledge your signature(s). Inform the notary that the acknowledgement is for an instrument to be recorded. (California Civil Code 1169, et seq.)