



Lot Line Adjustment Checklist and Supplemental Application Form

This form and the listed materials are required for the City to review a proposed Lot Line Adjustment. All Lot Line Adjustments shall be required to meet the criteria in Marina Municipal Code section [16.20.040](#), and Lot Line Adjustments are only allowable between four or fewer existing legal lots of record. No lots may be created as a result of a lot line adjustment.

Checklist:

- ☐ General planning application and affidavits, signed by all property owners.
- ☐ Required processing fee per the [City's adopted fee schedule](#).
- ☐ Completed Lot Line Adjustment Checklist and Supplemental Application Form.
- ☐ Current grant deeds for the properties being adjusted with attached existing legal descriptions. If the property was conveyed to the owners by other means, such as a quitclaim deed, etc. provide those documents with the attached legal descriptions instead. If the property is owned by an LLC or other entity, submit appropriate documentation that the owner is authorized to act on behalf of that entity.
- ☐ Information demonstrating that all the properties are legal lot(s) of record.
- ☐ Preliminary Title Reports for each of the existing lots and copies of easements, agreements, and deed restrictions which may be affected by the adjustment.
- ☐ Plat map(s) prepared by a licensed surveyor or civil engineer depicting each existing and resulting lots. The plat maps shall include at a minimum:
 - North arrow, scale, and dimensions of the property.
 - Date of preparation of the map.
 - Preparer of the map and their contact information.
 - Existing and proposed property lines and dimensions.
 - The areas of the original lots and of the proposed adjusted lots.
 - Easements on the properties, including but not limited to: public utility, rights-of-way, access, avigation, drainage, etc.
 - Building envelopes / setbacks on the resulting lots.
- ☐ Legal descriptions prepared by a licensed surveyor or civil engineer for each reconfigured lot/parcel resulting from the adjustment.
- ☐ Site Plan(s) showing the existing and adjusted lots with existing topographic features, trees, major vegetation, structures, setbacks, dimensions, hardscape, streets, and utilities.
- ☐ For Lot Line Adjustments in the Coastal Zone, a concurrent Coastal Development Permit application and associated application materials.
- ☐ Other information as may be required by the City to comply with the California Environmental Quality Act (CEQA) or to demonstrate compliance with the [Subdivision Map Act](#) and the City's subdivision ordinance ([Title 16, Subdivisions](#)).

Supplemental Application Form:

Property Number 1:

Site Address: _____ Assessor's Parcel Number: _____
General Plan Land Use Designation: _____ Zoning District: _____
Existing Size (square feet): _____ Proposed Size (square feet): _____
Existing or Previous Use: _____
Proposed Use: _____

Property Number 2:

Site Address: _____ Assessor's Parcel Number: _____
General Plan Land Use Designation: _____ Zoning District: _____
Existing Size (square feet): _____ Proposed Size (square feet): _____
Existing or Previous Use: _____
Proposed Use: _____

Property Number 3:

Site Address: _____ Assessor's Parcel Number: _____
General Plan Land Use Designation: _____ Zoning District: _____
Existing Size (square feet): _____ Proposed Size (square feet): _____
Existing or Previous Use: _____
Proposed Use: _____

Property Number 4:

Site Address: _____ Assessor's Parcel Number: _____
General Plan Land Use Designation: _____ Zoning District: _____
Existing Size (square feet): _____ Proposed Size (square feet): _____
Existing or Previous Use: _____
Proposed Use: _____

Briefly describe the purpose of the lot line adjustment: _____

Note: All items from the checklist must be included for the application to be deemed complete.