



CITY OF CORONADO

DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING DIVISION
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HANDOUT

712

FEB 2013

LOT CONSOLIDATION

PURPOSE: To request a consolidation of two or more lots or parcels into fewer lots or parcels through the elimination or modification of shared property lines.

AUTHORITY: Title 82, Chapter 82.70 of the Coronado Municipal Code

NOTES:

1. Application packages for a Lot Consolidation shall be filed with the City of Coronado Community Development Department. Faxed applications will not be accepted.
2. Application packages must be submitted inclusive of all attachments and submittal requirements. Incomplete applications will not be accepted.
3. An application filing fee is required in accordance with the Development Fee Schedule adopted by the City Council.
4. The Community Development Department considers a request for a Lot Consolidation and renders a decision. The Department's decision is appealable to the City Council in accordance with Chapter 1.12 of the Coronado Municipal Code.
5. In order for a Lot Consolidation to be processed, applications must be deemed complete. The City has 30 days to determine the application complete or incomplete.

APPLICANT DATA:

Address of Property: _____	Assessor Parcel No.: _____
Owner: _____	Applicant: _____
Mailing Address: _____	Mailing Address: _____
Phone #: _____	Phone #: _____
Email: _____	E-Mail: _____
Signature: _____	Signature: _____

SUBMITTAL REQUIREMENTS: A consolidation plat may be filed provides the consolidation does not:

1. Include any lots or parcels created illegally.
2. Result in any lots which do not meet applicable zoning regulations.
3. Impair any existing access or create a need for access to any adjacent lots or parcels.
4. Impair any existing easements or create a need for any new easements serving any adjacent lots or parcels.
5. Require substantial alteration of any existing improvements or create a need for any new improvements.

PLAN REQUIREMENTS:

1. Completed Application Form and Filing Fee
2. 3 copies of plans to include information described on supplemental form

CITY STAFF USE: File #: _____ Date Received: _____ Fee: _____ Receipt No. _____



**CITY OF CORONADO
LOT CONSOLIDATION
SUPPLEMENTAL PLAN REQUIREMENTS AND PROCESS INFORMATION**

The plans submitted with a Lot Consolidation Application shall include the following information:

1. A plat number as issued by the Community Development Department.
2. The plat map shall be drawn to a minimum scale of one-inch equals one hundred feet (1" = 100').
3. North Arrow and scale.
4. All parcels proposed for consolidation shall be shown, including all contiguous property to be retained by the owner. Property to be retained shall be designated on the plat as a separate parcel.
5. Name, address, telephone number and signature of owner(s).
6. If prepared by an engineer or surveyor, his name, address, telephone number and registration or license number.
7. The location, width and names, if any, of all existing streets; and the location, width and purpose of all easements which lie within the boundaries of the land proposed for consolidation.
8. The names of the owners and the Assessor's numbers be labeled within or adjacent to the parcels involved.
9. The existing boundary should be shown as a dashed line.
10. The proposed boundary should be shown as a solid line.
11. Sufficient legal description of the land to define the boundaries of the ownerships involved.
12. A vicinity map with North arrow and scale indicated.
13. The net area of each proposed lot.
14. The dimensions of each boundary of each proposed lot.
15. The location of all existing buildings and structures and their uses, the distance between said buildings and structures, and the minimum distance between each building or structure and the boundary of the proposed lot on which it is located.
16. A statement of the existing zoning and the proposed use of each lot.

Additional materials:

1. To insure that all lots are legal, deeds recorded prior to June 7, 1944, shall be submitted to the Community Development Department. In addition, copies of current title report and owners' deed(s) shall be submitted.

Process:

1. Certification: If the Director of Community Development Determines that the consolidation plat meets the requirements of the zoning ordinance and handout, it shall be approved. A revised consolidation plat shall be submitted for certification when the Director of Community Development finds that the number or nature of the changes required for approval are such that they cannot be shown clearly or simply on the original consolidation plat.



**CITY OF CORONADO
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SUPPLEMENTAL PLAN REQUIREMENTS AND PROCESS INFORMATION (cont'd)**

Conditions for Approval of a Consolidation Plat: Whenever applicable, the Director of Community Development may prescribe the following requirements as conditions of approval of a consolidation plat:

1. Parcel Boundaries. Relocation of lot lines to provide lots that comply with any applicable zoning regulations, and conform to standards of lot design specified in this handout.
2. Access. The provision of safe and adequate access to each lot or parcel within the adjustment plat.
3. Inundation Line. The addition of a distinctive boundary line, clearly labeled which delineates the limits of any area determined by the Director of Community Development to be subject to flooding or inundation. The plat shall contain an appropriate note stating said area is subject to flooding or inundation.

Failure to File Revised Consolidation Plat: When required to prepare a revised consolidation plat, the failure to file said plat within six months from the date of approval or conditional approval of the original plat shall terminate all proceedings.

Recordation of Deeds: Following approval of the consolidation plat, the applicant must have the necessary deed prepared and recorded in the office of the County Recorder. The applicant shall submit to the City copies of all recorded deeds.