



CITY OF EUREKA COMMUNITY DEVELOPMENT DEPARTMENT

531 K Street • Eureka, California 95501-1146
Ph (707) 441-4160 • Fx (707) 441-4202 • www.ci.eureka.ca.gov

Lot Line Adjustment

Overview

A Lot Line Adjustment is a minor movement of property lines between two but no more than four adjoining parcels. Lot Line Adjustments are used to correct minor trespasses (such as building over or too close to a property line) or to add acreage to a parcel for the owner's convenience.

State Law requires the City review Lot Line Adjustments to ensure that the land taken from one parcel is added to an adjacent parcel, and that no new parcels are created. The City also reviews the adjustment to determine that the resulting parcels will conform to the City's Zoning and Building Ordinances and that the adjustment will not cause an adverse impact on the neighborhood or the environment.

How to Apply

Lot Line Adjustment applications are available at the Community Development Department, 3rd floor, City Hall, or on the Department's website at www.ci.eureka.ca.gov. Staff can assist you with the materials needed for a complete application packet. Once you have put together a complete application packet, return the application packet along with the application fee to the Department for processing.

The Process

Step 1: Application Acceptance, Department Review

Once your application has been submitted and fees collected, Staff will perform a preliminary review of the application to determine if the application is complete. Should your application be found incomplete, you or your agent, if you have designated one, will be contacted and advised what items must be submitted before processing can continue. You will have 120 days from the date of the contact (e.g. letter, telephone call, e-mail) to submit the requested material, or the review of your project will expire unless an extension is granted prior to the expiration. Once expired, a new, complete application, including all supplemental material and a full fee is required to re-initiate the review process.

Step 2: Referrals and Staff Review

Once your application has been accepted as complete, the assigned planner will send copies of your application materials to other City departments and public agencies having jurisdiction or authority over your project. If the responding Departments or agencies identify issues that must be resolved prior to the continued processing of your application, or if additional information is required by those Departments or agencies, the assigned planner will contact you or your agent, if you have designated one, and advise you of what is needed.

The City of Eureka may submit a Lot Line Adjustment proposal to the City's Development Coordination Committee for review and input. Development Coordination is an opportunity for you, the applicant, city departments, and public service agencies to all be involved, on an informal basis in the review process.

Once the referral departments and agencies, and, if necessary, the Development Coordination Committee have concluded their review of your Lot Line Adjustment, Staff will analyze the project for conformance with the City's zoning and building codes

Step 3: Decision by the Community Development Director

Lot Line Adjustments are acted upon administratively by the Director of Community Development. If the Director approves or conditionally approves the lot line adjustment, a Notice of Action is sent to you. If you are dissatisfied with the Director's action, you, as the applicant, or any interested person, may within 15 days of the Director's decision request a hearing before the Planning Commission. The Planning Commission will hear the request at a public meeting for which public noticing will be mailed to all property owners within 300 feet of the subject property.

Step 4: Appeals

You as the applicant, or any other person, can appeal decisions of the Planning Commission to the City Council; the appeal must be filed with the City Clerk within 10 calendar days of the Planning Commission's decision. Appeals must be submitted in writing on forms provided by the City Clerk and be accompanied by the required fees.

Expiration of Lot Line Adjustment

The tentative approval of your Lot Line Adjustment will expire one year from the effective date of your Lot Line Adjustment. If the conditions of approval cannot be satisfied within the initial one-year period, you may apply for an extension. The expiration date may be extended one time for one year. Please note that applications for extensions must be submitted before the expiration date and may be granted only when the circumstances and conditions of the original approval have not changed.

How to Get Help

Call, e-mail or visit the Community Development Department; we are available to discuss your project with you. You may also wish to hire a consultant, such as an architect, engineer, land surveyor, or professional planner to assist you; a listing of qualified professionals is available in the yellow pages of the phone directory.

Supplemental Application Form

Please complete the information below by checking the appropriate boxes and attaching additional sheets for the supplemental information as necessary. If you have questions regarding this Supplemental Application Form, the application process, or general planning questions, please do not hesitate to contact the Community Development Department at the address and phone number shown above. Office hours are Monday - Friday 8 a.m. - noon and 1 p.m. - 5 p.m.

1. Provide the following information:	Done	N/A
(a) A Site Plan prepared by a licensed professional at 1"=20' scale (no floor plans or elevations necessary). The site plan must also include the following:	<input type="checkbox"/>	<input type="checkbox"/>
(i) Proposed new lines and lines to be eliminated (show lines to be eliminated as dashed).	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Lot areas before and after adjustment.	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Location of all on-site easements and adjoining public rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>
(iv) Location of all public improvements.	<input type="checkbox"/>	<input type="checkbox"/>
(v) Location of all utilities, including gas, electrical, telephone, water, sewer, and cable television.	<input type="checkbox"/>	<input type="checkbox"/>
(vi) Location of all existing structures, fences, and trees.	<input type="checkbox"/>	<input type="checkbox"/>
(b) A topographic survey.	<input type="checkbox"/>	<input type="checkbox"/>
(c) A Preliminary Title Report (PTR) prepared by a Title Company. The PTR shall be no older than six (6) months from the date the lot line adjustment application is submitted to the Community Development Department.	<input type="checkbox"/>	<input type="checkbox"/>
(d) Legal descriptions of the resultant parcels, prepared by a licensed professional, and the portion(s) of land to be transferred in the grant deed (if separate owners).	<input type="checkbox"/>	<input type="checkbox"/>

Plan Drawings for All Applications

All projects involving construction, alteration, conversion, or other modification to a building, structure or site must submit 1 original, and, if the plans are computer generated, one electronic copy (which may be sent via email) of a Site Plan, Floor Plan and Elevations, unless otherwise stated in the Supplemental Application Form(s) for the application you are submitting. If you are unsure which plan drawings you need to submit, or how many copies to submit, please contact the Department.

All of the plan drawings must be drawn to a standard engineer or architect scale. We prefer plan sheets to be no larger than 11” x 17”, provided, of course, that the detail is legible at that size.

The following items must be included in the title block on EACH plan:

- ✓ Title
- ✓ Scale
- ✓ North Arrow
- ✓ Contact information for the applicant, agent, and/or contractor
- ✓ Property Address
- ✓ Assessor Parcel number
- ✓ Date

1. <i>The Site Plan should show:</i>	Done	N/A
(a) All property lines, with dimensions	<input type="checkbox"/>	<input type="checkbox"/>
(b) All adjacent streets, alleys, and easements and distance to centerline of same	<input type="checkbox"/>	<input type="checkbox"/>
(c) Sidewalk area as measured from the face-of-curb to the property line	<input type="checkbox"/>	<input type="checkbox"/>
(d) Distance from all property lines to all structures (a.k.a. setback dimensions)	<input type="checkbox"/>	<input type="checkbox"/>
(e) Square footage of all structures, measured exterior wall to exterior wall	<input type="checkbox"/>	<input type="checkbox"/>
(f) Use of all structures	<input type="checkbox"/>	<input type="checkbox"/>
(g) Size and location of all off-street parking and loading spaces	<input type="checkbox"/>	<input type="checkbox"/>
(h) Landscaping, include size of planter area and the plant material and size (e.g., 5 gallon)	<input type="checkbox"/>	<input type="checkbox"/>
(i) Location, size and type of trees to be removed	<input type="checkbox"/>	<input type="checkbox"/>
(j) Natural resource areas (e.g., wetlands, riparian areas, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Eaves, structures to be removed/demolished, and upper floors may be shown in dashed outline and labeled (e.g., “Shed to be removed”, “New second floor”)</i>		
2. <i>The Floor Plan should show:</i>	Done	N/A
(a) Interior/exterior walls (distinguish between walls to remain, walls to be removed, and new walls); include doors, windows, stairs, porches, decks, etc.	<input type="checkbox"/>	<input type="checkbox"/>
(b) Room function (e.g., bedroom, kitchen, shed, garage, office, warehouse, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
(c) Structure dimensions	<input type="checkbox"/>	<input type="checkbox"/>
(d) Square feet of each room or use in a multi-use building	<input type="checkbox"/>	<input type="checkbox"/>
3. <i>The Elevation Drawings should show:</i>	Done	N/A
(a) Building or structure (including signs) height	<input type="checkbox"/>	<input type="checkbox"/>
(b) Walls, roofs, overhangs, windows, doors and other architectural features	<input type="checkbox"/>	<input type="checkbox"/>
(c) Slope of natural grade and cut/fill lines	<input type="checkbox"/>	<input type="checkbox"/>
(d) Exterior building materials	<input type="checkbox"/>	<input type="checkbox"/>
(e) Exterior colors or treatments	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: Color photographs may be submitted for alterations or additions to existing buildings or structures, including signs</i>		