

Supplemental Application for:
LOT LINE ADJUSTMENT

File #: _____
 Fee: _____
 Receipt: _____
 Received By: _____
 Date Received: _____

City of Mill Valley Planning and Building Department
 26 Corte Madera Ave, Mill Valley, CA 94941 * Ph. (415) 388-4033 Fax (415) 381-1736

If more than two parcels are involved in the application for a Lot Line Adjustment, please fill out an additional Supplemental Application so the requested information for all parcels is included.

	Parcel 1	Parcel 2
Property Address		
Assessor's Parcel Number		
General Plan Land Use		
Zoning District		
Zoning: Minimum Lot Area		
Lot Area (before LLA)		
Lot Area (after LLA)		

Lot Line Adjustment to be accomplished by (check one): Record of Survey Grant Deed

*If the Lot Line Adjustment is to be accomplished by **Grant Deed**, the applicant shall submit a map showing the location of two existing monuments from which a survey may be made, and written certification by a licensed Land Surveyor of the existence of these monuments.*

We, the undersigned owner(s)/authorized agent(s) of the property herein described, hereby make application for approval of the Lot Line Adjustment requested, and certify that the statements, drawings and specifications herewith submitted are true and correct to the best of our knowledge and belief.

Owner Signature (Parcel 1): _____ Date _____

Owner Name (Printed): _____

Owner Signature (Parcel 2): _____ Date _____

Owner Name (Printed): _____

The City of Mill Valley does not discriminate against any individual with a disability. City publications will be made available upon request in the appropriate form to persons with a disability.

APPLICATION REQUIREMENTS (all items must be presented at time of submittal):

NOTE: The required Site Plan, Record of Survey, Grant Deed(s), Legal Descriptions and Lot Closure Calculations must be prepared and/or signed by a Land Surveyor licensed by the State of California, or by a Civil Engineer licensed by the State of California before 1982.

1. Main Application Form
2. Supplemental Application Form
3. Filing Fee (see Current Planning Fee chart) and Technical Review deposit for the City's Consulting Land Surveyor: \$750.00 (any additional charges beyond deposit will be responsibility of the applicant).
4. 4 copies of a **Site Plan** that shall include the following:
For larger lots (more than 20,000 square feet) include only those features or portions thereof in the vicinity of the proposed Lot Line Adjustment on the Site Plan
 - Vicinity Map
 - Existing Lot Lines
 - Proposed Lot Lines
 - Existing Principal and Accessory Structures, Including Walls, Fences, Driveways and setback distance of these to the nearest property line(s) where affected by the Lot Line Adjustment
 - Existing and proposed access and off-street parking, if changing due to Lot Line Adjustment
 - Public and Private Easements, Adjacent Streets, SLP's (Steps, Lanes and Paths), Watercourses or Utilities
 - Area of Each Parcel Prior to the Lot Line Adjustment
 - Area of Each Parcel After the Lot Line Adjustment

The Site Plan must be dated and wet-stamped by a Land Surveyor or Civil Engineer with a valid California license.
5. 2 copies of the preliminary **Record of Survey and/or new legal descriptions**.
6. 2 copies of the **Title Report** for each affected property dated within the last 3 months. Include all deeds and Official Records referenced in the report pertaining to CCRs, easements, and other restrictions (deeds of trust, financial encumbrances, and taxes are not needed).
7. 2 copies of the current **Grant Deed** for each affected parcel.
8. 2 copies of the **Lot Closure Calculations**.

REVIEW PROCEDURE:

1. The application materials will be checked for completeness by the City's Planning staff pursuant to the Permit Streamlining Act (California Government Code Section 65920 *et. seq.*). Once the application is deemed complete, Planning staff will confirm that the Lot Line Adjustment conforms to all applicable

City of Mill Valley General Plan and Zoning provisions. The application will then be sent to the City's consulting Land Surveyor for technical review according to the applicable provisions of the state Subdivision Map Act.

2. Once the Lot Line Adjustment is approved by the City's consulting Land Surveyor, the applicant will take the City's Certificate of Lot Line Adjustment of Real Property and documents to the Marin County Public Works Department for checking (If completed by Record of Survey) and Marin County Recorder's Office (along with any new legal descriptions/deeds) for recording. The applicant is responsible for any fees payable to the Marin County Recorder's Office to cover the cost of recording.