



City of Del Mar  
Department of Planning and Community Development  
1050 Camino del Mar  
Del Mar, CA 92014

Phone: 858-755-9313 Fax: 858-755-2794  
Hours: M-TH 1:00 pm – 5:30 pm  
FRI 1:00 pm – 4:30 pm  
[www.delmar.ca.us](http://www.delmar.ca.us)

## ***BOUNDARY ADJUSTMENT (Lot Line)***

### ***An applicant's guide to the process***

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*The following information is intended to provide information on the City of Del Mar's process for a Boundary Adjustment / Lot Line Adjustment permit.*

#### **PURPOSE**

As authorized under the provision of Section 66412 (d) of the State Subdivision Map Act, a lot line adjustment may be approved between two or more existing adjacent parcels where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created.

#### **OVERVIEW**

In general, to accomplish a lot line adjustment within the City of Del Mar, it is necessary to prepare a Lot Line Adjustment Plat, a Grant Deed, or Certificate of Compliance (C.O.C.). A Lot Line Adjustment Plat and accompanying information shall be submitted to the Planning Department for review. A licensed land surveyor or civil engineer must prepare the plat.

The proposed lot line adjustment will be reviewed by City staff for conformance with City codes. Where necessary, the applicant will be required to make certain revisions to the proposed lot line adjustment and associated documents.

Where applicable, the Planning Director may place certain conditions of approval on the proposed lot line adjustment. If the proposed lot line adjustment is deemed to be in compliance, the Director of Planning will make written conceptual approval and the Lot Line Adjustment Plat will be filed in the official records of the City. The Lot Line Adjustment will not become final until recordation of Grant Deeds or Certificate of Compliance.

#### **PROCESS**

##### **Step 1 – Pre-application Conference**

In order to process your application most effectively, a pre-application conference with a member of the planning staff is highly recommended. The applicant and/or applicant's representative should bring in any information available on the site in question, including, but not limited to plans or sketches.

##### **Step 2 - Filing of Application**

**Applications may be filed Monday through Friday between the hours of 1:00 p.m. to 4 p.m.** Planning Staff will review each application for completeness. For an application to be accepted, it must contain all information listed below. Incomplete submittals will not be accepted. Please note that a submitted application is a matter of public record. Therefore, any portion of the application, including plan sets, may be re-produced and distributed to City Staff, other discretionary bodies, and the general public for use in reviewing the project proposal.

1. Completed and signed application form (applications must be typed).
2. Legal description and current title report.
3. Application fee and Engineering deposit (see fee schedule).
4. Traverse calculations and printout showing closure of existing parcels.
5. Two (2) copies of the most recent assessor map book page or pages covering the proposed lot line adjustment.
6. Traverse calculations and printout showing closure of new parcels.
7. One (1) copy of each underlying record map, parcel map or record of survey.
8. Proposed grant deed or Certificate of Compliance for adjusted lots.
9. If required, submit sufficient evidence that affected parcels are legal, separate parcels. If requested by the Planning Department, a Certificate of Compliance (C.O.C.) shall be required.
10. Four (4) blue lines of the lot line adjustment plan (folded to 8 ½" x 11"), prepared from 18" x 26" mylar with opaque ink, prepared under the direction of and signed by a registered civil engineer or licensed land surveyor, containing the following information:
  - a.) Title "City of Del Mar Lot Line Adjustment Plat".
  - b.) North arrow and scale (north facing top or left of page).
  - c.) Widths and alignments of all easements whether public or private and indicate easement holders.
  - d.) The existing lot line, which is proposed to be abandoned, shall be shown as a dashed line and labeled "Previous Lot Line".
  - e.) The proposed new lot line shall be shown as a solid line and labeled "Adjusted Lot Line".
  - f.) Legal description of the properties involved.
  - g.) Vicinity map.
  - h.) Statement of existing and proposed zoning.
  - i.) The current assessor's parcel number of each affected parcel and all adjacent parcels.
  - j.) Dimensions and bearing of each boundary of proposed and existing lots, and area of each proposed lot in square feet.
  - k.) Indicate topography by showing approximate 5-foot interval contours. The location of all existing building and structures and their uses and the minimum distance between each building or structure and the boundary of the proposed lot within which it is situated. Proposed structures shall not be shown on the Plat Map.
  - l.) Include owner's certificates and City of Del Mar Certificate (see attached certificates).

- m.) The names, locations, widths and improvements (within the rights-of-way) of all adjoining highways, streets or ways.
- n.) All underlying or preceding maps and lot numbers shall be shown.
- o.) The alignment and locations of all existing buried or above ground utilities, pipelines, service lines, and drainage channels or other drainage facilities.
- p.) If any of the parcels are served by septic sewer systems, the San Diego County Department of Health Certificate is required. The location of any existing sewage disposal system shall be shown.
- q.) Surveyor/engineer certificate of preparation.
- r.) Date prepared.

11. **Public Noticing Package** consisting of:

12.

\*For a fee, City staff will prepare the Notice Map and Notice List and will supply the required envelopes.

- a. **Noticing Map** - \*A 300' radius map drawn on assessor's parcel maps and spliced together (when necessary) showing the 300' radius measured from the exterior boundaries of the property of the subject property.
- b. **Noticing List** - \*A typewritten list of property owners that corresponds to the radius map required above. The list shall contain the names, addresses, and assessor's parcel number for all parcels within the radius area (including the applicant and/or owner). For a fee, the City can provide this list for you.
- c. **Noticing Envelopes** - \*Stamped business size envelopes with typed address labels for all parties listed on the property owner's list required above. The envelopes must also include a City of Del Mar return address.
- d. **Affidavit** - Certification that the Public Notice Mailing List is accurate and up to date.

Step 3 - Subsequent Submittals

- A. Resubmit four (4) blue line copies of the corrected Lot Line Adjustment Plat and any other items requested by the City during the initial review.
- B. Resubmit previously reviewed plat with City comments.
- C. Pay additional review deposit if required.

Step 4 – Procedure

The proposed Lot Line Adjustment will be reviewed by City staff for conformance with City codes. If the proposed Lot Line Adjustment is deemed to be in compliance, the Director of Planning will make written conceptual approval to the applicant, pending completion of a record of survey. After approval of the Lot Line Adjustment Plat by the Planning Director, the plat shall be filed with the Del Mar City Clerk.

### Step 5 – Appeal of Planning Director's Decision

The decision of the Planning Director is final unless a written appeal is filed with the City Clerk, accompanied with a processing fee, within ten (10) working days from the date of notice of the action taken on the application. An approved permit shall not be valid until proper noticing and the 10-day appeal period has expired. The appeal is then forwarded to the City Council, which determines at the *Initial Consideration* whether to reject the appeal, thereby upholding the Planning Director's decision, or to set the matter for a subsequent date for a new (*de novo*) public hearing review. If a *de novo* public hearing is set by the City Council, an additional fee will be required.

### Step 6 – C.O.C. and Monumentations

Within twelve (12) months of the approval by the Planning Director, the following must be completed:

1. The associated deeds or C.O.C. shall be recorded with the County Recorder's office.
2. A copy of the recorded deeds or C.O.C. shall be provided to the City Planning Department.
3. The new property line(s) shall be surveyed and permanent monumentations set by a licensed land surveyor. Monumentations shall be recorded as required by Section 8762 of the Business and Professions Code (Land Surveyors Act).

### Step 7 – Expiration

Failure to file a C.O.C. and set monumentations for the adjusted lots within one year from the date of the approval of the lot line adjustment by the Planning Director shall make such approval null and void and there shall be no change in the lot line.

**CITY OF DEL MAR**  
**STANDARD LOT LINE ADJUSTMENT PLAT**  
**CERTIFICATES**

*The following certificates shall be included on each City of Del Mar Lot Line Adjustment Plat.*

**OWNERS CERTIFICATE**

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF OR INTERESTED IN THE LAND EMBRACED WITHIN THE LOT LINE ADJUSTMENT AND WE HEREBY CONSENT TO THE PREPARATION AND RECORDATION OF THIS LOT LINE ADJUSTMENT PLAT.

**INDIVIDUAL**

\_\_\_\_\_ AS OWNER

BY: \_\_\_\_\_

OR;

**MARRIED**

\_\_\_\_\_ and \_\_\_\_\_

HUSBAND AND WIFE AS COMMUNITY PROPERTY, AS OWNERS

BY: \_\_\_\_\_ BY: \_\_\_\_\_

OR;

**CORPORATION**

\_\_\_\_\_, A CALIFORNIA CORPORATION  
AS OWNER

BY: \_\_\_\_\_ BY: \_\_\_\_\_

OR;

**PARTNERSHIP**

\_\_\_\_\_, A CALIFORNIA LIMITED PARTNERSHIP  
PARTNERSHIP

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
A PARTNER A PARTNER



**RECORDING REQUESTED BY**

City of Del Mar  
1050 Camino del Mar  
Del Mar, CA 92014

---AND WHEN RECORDED MAIL TO---

Name:

Street:

City:

**REQUEST FOR CERTIFICATE OF COMPLIANCE FOR LOT LINE ADJUSTMENT  
CERTIFICATE OF COMPLIANCE NUMBER \_\_\_\_\_**

*I/We, the undersigned owner(s) of record of real property within the City of Del Mar, hereby request to  
adjust existing property lines of the following described parcels:*

_____ Signature	_____ Signature	_____ Signature
_____ Name (typed)	_____ Name (typed)	_____ Name (typed)
_____ Signature	_____ Signature	_____ Signature
_____ Name (typed)	_____ Name (typed)	_____ Name (typed)
_____ Date	_____ Date	_____ Date

**CONTINUATION**  
**CERTIFICATE OF COMPLIANCE NUMBER**

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LEGAL DESCRIPTION OF NEW PARCELS  
(TYPED)

CERTIFICATE OF COMPLIANCE

*Pursuant to the provisions of the Subdivision Map Act (Section 66410 et seq., Government Code, State of California) and the City of Del Mar Subdivision Ordinance (Title 24 of the City of Del Mar Municipal Code). I hereby certify that I have reviewed the above described division of the real property and have found it to be in conformance with all requirements of the Subdivision Map Act and of the Municipal Subdivision Ordinance.*

CITY OF DEL MAR DEPARTMENT OF PLANNING

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_