



City of Carmel-by-the-Sea Community Planning and Building Department Subdivision and Lot Line Adjustment Application Requirements

Introduction

A lot line adjustment is the process that is used to adjust the property lines between four or fewer adjoining parcels, where land is taken from one parcel and is added to an adjoining parcel and where no more parcels are created than originally existed.

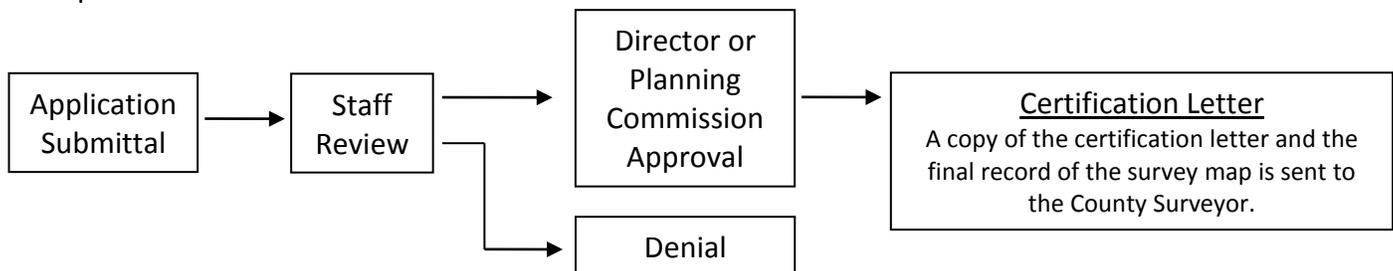
The lot merger process is used to combine contiguous parcels under common ownerships. All parcels are required to be under common ownership prior to the submittal of a lot merger application.

Process

Applications for lot line adjustments or lot mergers that result in the consolidation of existing lots of records or merging combinations of existing lots to create larger whole lots in the R-1 district may be approved by the Director of Community Planning and Building. All other applications for subdivisions and lot line adjustments shall require review for approval by the Planning Commission.

Applications for subdivision and lot line adjustments resulting in the creation of additional lots of record or additional parcels, including condominiums, shall require a Coastal Development permit.

The criteria for the review of subdivision and lot line adjustments are listed in section 17.44.030 of the Carmel Municipal Code.



Submittal Checklist

1. General Planning Application Form
 - Property owner signatures from all associated parcels are required on all applications
 - Applicable Fees
2. A title search including a copy of all easements, deed restrictions, etc. for all properties involved.
3. A complete chain of titles or other evidence that the lot to be subdivided or lots to be adjusted are legal parcels
4. A tentative parcel map showing the location of all existing lot lines and all proposed lot lines
5. A map showing all existing and proposed buildings, driveways, parking places, fences, retaining walls, decks, and trees, and all contour lines.