



## City of Larkspur

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Website: [www.cityoflarkspur.org](http://www.cityoflarkspur.org)

### **SUBMITTAL REQUIREMENTS FOR LOT LINE ADJUSTMENTS AND LOT MERGERS (LLA)**

Lot Line Adjustments and Lot Mergers are typically a ministerial application. The Planning Department and City Engineer will review each application for completeness of the required documents and information. A Notice of Incomplete Application will be e-mailed to those applicants whose submittal requires revisions. When all documents are found acceptable and the application is determined to be complete, the Zoning Administrator can then take action on the application.

**Project Site Address:** \_\_\_\_\_

**Applicant/Owner:** \_\_\_\_\_

The following items must accompany all applications unless specifically waived by the Planning staff.

To file an application, submit a digital copy of all items via email to [Larkspurplanning@cityoflarkspur.org](mailto:Larkspurplanning@cityoflarkspur.org) or by dropping off a USB Flash Drive. In addition, drop-off the original signed copy of the application form and one set of merger documents at City Hall with the Planning and Building Department, or in the designated drop boxes in the front lobby or rear porch. The application fee may be paid by check and included with the hard copy materials, or by filing a digital or hard copy of the Credit Card Application Form (available on the City Website). Applications are not filed until the fee is received.

- Application Forms** - completed & signed by applicant & property owner.
- Application Deposit** - as established by resolution of the Council.
- Preliminary Title Reports** - Of all affected parcels.
- Cover Sheet (for Recordation at County of Marin)**, written to reflect your particular proposal. This is required by the Marin County Recorders office and is recorded along with the new legal descriptions and Plat. Ask staff for an example of the required format.
- Legal Descriptions** - of the existing lots with square footage noted. **Note:** If a lot is encumbered by a right-of-way easement, the net lot area (gross area less the land encumbered by the easement) must be provided.
- Amended Legal Descriptions** - 2 Copies of the new legal description for each affected parcel, noting total sq. ft., of the proposed adjusted lot area(s). Gross and net lot area shall be provided, as applicable.
- Platt / Record of Survey** - Two (2) copies of a Plat Map depicting the proposed lot line adjustment or merger, or two (2) copies of a Record of Survey. Please talk to your surveyor to determine the appropriate format. Plat should be 8.5" X 11" to comply with the Marin County Recorders requirements regarding standard document size.
- Closure Calculations** - 2 Copies of the closure calculations.
- Legal Description of Transfer Parcel** – 2 copies of the legal description of land being deeded from one party to another with the square footage noted (Not applicable to a Lot Merger).

In addition to the above, a proposed lot line adjustments between two or more lots of record will require the following:

- **Undeveloped Lots -Topographic Survey.** Lots with an average grade in excess of 10% must provide a topographic survey. Required minimum lot area is determined by the average grade of each lot (See Section 18.34 Slope and Hillside Development Regulations.)
- **Developed Lots - Site, Boundary & Topographic Survey** - To verify conformance with zoning standards (i.e. required setbacks, permitted lot coverage, floor area, natural state) for all affected parcels, the survey must depict all existing site improvements, such as:
  - Building footprints, including eave lines, porches and accessory structures;
  - Attached or detached decks and stairs;
  - Landscape improvements and retaining walls;
  - Existing and proposed setbacks from property lines to buildings and detached structures;
  - Location of sewer, water service, and utilities;
  - Location of driveways;
- **Developed Lots – Building Floor Plans** – Floor plans of all structures located on a parcel are required for any lot that is being reduced in land area to verify compliance with the permitted floor area ratio. (Floor plans shall be a minimum scale of 1' = ¼")

### **Review Process**

1. All submitted documents will be reviewed by the Planning Department and the City's Civil Engineer. You will be informed in writing if any revisions to the submitted documents are required.
2. Once all documents are approved, the Planning Department will mail a Notice of Action approving or denying the requested lot line adjustment/merger.
3. After receipt of the Notice of Action from the City of Larkspur approving your request, you must submit the following to finalize the process and allow the City to record the approved lot line adjustment/merger with the County of Marin.
  - A clean copy of the approved legal descriptions, stamped by the surveyor.
  - A clean copy of the Lot Line Adjustment Plat (8.5" X 11"), stamped by the surveyor.
  - The Cover Sheet required by the County Recorder, signed by all property owners of record. All owner signatures must be notarized.
  - A check, written to the County of Marin, for the estimated recordation fees. Please refer to the County of Marin website for recordation fees, or call the Recorder's office directly at (415) 499-6092.
4. The City of Larkspur will sign the cover sheet, place the City Seal on the documents and transmit the documents and fees to the County of Marin for recordation.
5. If applicable, the property owner or surveyor can then file the Record of Survey with the County.

***Please note that the recordation of the above documents only serves to notify the County of Marin that the City of Larkspur has approved the lot line adjustment as presented in the legal descriptions. To amend the deed for each affected parcel you should hire a reputable title company to prepare the necessary legal documents, changes in deeds, and to obtain the necessary releases from any lenders with interest in the affected property. Without this final step, you will not have legally changed or transferred title to the land.***