



## Lot Line Adjustment – Frequently Asked Questions

### What is a Lot Line Adjustment?

Lot Line Adjustments reconfigure property boundary lines between two or more adjacent lots under the same or different ownership. Land is transferred from one lot to another and results in neither a greater nor a lesser number of lots than originally existed.

Throughout the process, property owners work with a registered civil engineer or a licensed land surveyor, as well as a title company to obtain documents necessary to file and process the application. These documents typically include preliminary title reports, tentative lot line adjustment map, grant deeds, and written legal descriptions of the parcels. All applicants should discuss the proposed adjustment with the Planning Services Division prior to application submittal.

A *Certificate of Compliance application* accompanies a *Lot Line Adjustment* and is typically filed concurrently with the Lot Line Adjustment. A Certificate of Compliance is one of the documents that will memorialize the newly configured lots after a Lot Line Adjustment application has been approved.

### What is the process?

Lot line adjustments are reviewed by the Planning Services Division for consistency with [Zoning regulations](#) (Chapter 28 of County Code), [Subdivision regulations](#) (Chapter 26 of County Code) and applicable land use regulations. A Lot line adjustment is a ministerial action, therefore, is not subject to the California Environmental Quality Act (CEQA).

One (1) noticed public hearing before the Zoning Administrator is required unless the property is under Williamson Act Contract. A **staff report** which includes a recommendation and conditions of approval will be provided to the applicant before the public hearing. Public notice will be placed in the local newspaper and property owners within 300 feet of the subject property will be noticed and invited to provide comment.

### How long will the process take?

Processing times which includes Lot Line Adjustment review and approval, issuance of Certificate of Compliance for the applicant to complete recordation steps, could vary between 4-6 months, depending on the complexity.

### My land is under an Agricultural Preserve/Williamson Act Contract. What is the process?

Lot Line Adjustments for properties under an Agricultural Preserve or Williamson Act Contract which **do not** involve an adjustment to the contract are heard by the Planning Commission. If contract replacement or adjustments are required, Board of Supervisors' approval is required. Information regarding the Solano County Uniform Rules and Procedures Governing Agricultural Preserves and Land Conservation Contracts/Williamson Act Contracts can be found [here](#) .

Properties on which a **Notice of Non-Renewal** has been filed are **not eligible to apply for a Lot Line Adjustment until the notice non-renewal has expired and the property no longer under contract**, pursuant to the Solano County's Uniform Rules and Procedure Governing Agricultural Preserves and Land Conservation Contracts.

## My application was tentatively approved. What are the next steps?

There is a ten (10) day appeal period where any person may file an appeal. During this period, no permits may be issued. If there is no appeal, the Planning Services Division will issue the **Letter of Approval** containing the adopted conditions of approval, and you may proceed with the Certificate of Compliance Recordation Steps.

### Certificate of Compliance Recordation Steps

A Certificate of Compliance demonstrating that the subject lot lines have been adjusted in accord with the Subdivision Map Act and Solano County Subdivision Ordinance regulations shall be recorded with the Solano County Recorder's Office within **one (1) year** of the tentative approval by the Hearing Authority. Failure to record a Certificate of Compliance within one year of approval renders the Lot Line Adjustment **null and void**.

**Step 1** - The applicant submits draft legal descriptions of the parcels as adjusted to the Planning Services Division for review by the County Surveyor. The legal descriptions shall be prepared by a registered land surveyor or civil engineer licensed to survey in the State of California and each page of the legal descriptions must be signed and sealed by the professional preparing the descriptions.

**Step 2** - Once the legal descriptions are submitted and reviewed for accuracy, the Planning Services Division will prepare the Certificate of Compliance and contact the applicant when ready for pick up.

**Step 3** – The applicant/property owner will need to complete the final recordation steps and include the following documents with the Certificate of Compliance to the County's Recorder's Office for recordation:

- Grant Deed(s) that convey the adjustment area(s) between parcel owners.
- Any conveyance documents that may be required for the relocation and/or extension of existing utilities and/or easements.
- A statement, certificate, or security indicating there are no liens against the properties for any unpaid taxes or special assessments. Initiate the Tax Collector's Certificate process by contacting the Solano County Assessor's Mapping Department at 707 784 6210 or [Assessors@solanocounty.com](mailto:Assessors@solanocounty.com). Fees are collected by the Assessor's Office at this time.
- Satisfy any remaining conditions of approval of the project as indicated in the Letter of Approval issued by the Planning Services Division.

### How do I submit my application?

Prior to applying, consult with a planner to discuss your specific situation. To submit the application, you must set up an appointment to review the application for completeness. Reference the [Planning Application Submittal Guide](#) for specific details regarding contact information, office hours, and application filing.

This application packet includes:

- Lot Line Adjustment & Certificate of Compliance - Submittal Requirements Checklist**
- Lot Line Adjustment - Application**
- Environmental Evaluation Questionnaire**
- Application Processing Agreement**