



City of Calistoga

Planning & Building Department

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LOT LINE ADJUSTMENTS

How to apply for a Lot Line Adjustment/Lot Merger?

What is a Lot Line Adjustment/Lot Merger?

A Lot Line Adjustment application is a request to adjust the property line between two or more lots as long as the adjustment does not create a new lot. A Merger removes a lot line between two separate lots of record.

Who decides whether to approve a request for a Lot Line Adjustment/Lot Merger?

Lot Line Adjustments are approved at the staff level. No additional review is necessary unless an appeal of the Staff decision is filed.

How long does the process take?

The process for Lot Line Adjustments/Mergers usually takes about eight weeks to be completed.

What Documents must I submit to be reviewed?

- A completed application form signed by the property owner or agent.
- Application Fee. (Refer to Fee Sheet.)
- Project Description
- Two (2) copies of the plot plan showing the boundaries to be adjusted or deleted with

dotted and solid lines showing old and new property lines, and showing the new boundary all on one 8.5" x 11" drawing.

- Two (2) copies of the property's legal description giving legal descriptions in the PRESENT condition.
- Two (2) copies of Metes and Bounds giving legal description in the PROPOSED NEW condition.
- Two (2) copies of the Current Title Report.
- Two copies of a site plan showing all structures and their setbacks in regards to the proposed property lines.
- One 8 1/2" by 11" reduction of all plans

What is involved in the process?

