



CITY OF CAPITOLA

BOUNDARY ADJUSTMENT INFORMATION

CITY OF CAPITOLA COMMUNITY DEVELOPMENT DEPARTMENT
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Boundary Adjustment Overview

A Boundary Adjustment, also known as a Lot Line Adjustment, is a procedure to realign the boundary line(s) between four or fewer parcels. A Boundary Adjustment is typically used to clarify a lot line dispute and/or to increase or alter the dimensions of a lot to provide additional building area. A Boundary Adjustment cannot be used to create new parcels.

A Boundary Adjustment may not be approved if it would result in an undersized or unbuildable parcel. A Boundary Adjustment between one or more undersized lots may be approved if the adjustment involves an equal exchange of land (i.e., the adjustment does not create a greater non-conformity).

Application Requirements

Applicants must submit a City [Master Application](#) and pay required fees. All affected property owners must agree to the requested Boundary Adjustment and sign a City application to process the request.

A Boundary Adjustment application must include a plat map prepared by a licensed land surveyor or registered civil engineer. The plat map must include:

- Existing legal lot lines based on a survey;
- Proposed realigned boundaries;
- Signatures of each property owner;
- Assessor's Parcel Numbers and addresses of each parcel;
- North Arrow and Scale;
- Easements;
- All existing buildings and improvements.

The application must also include title reports, grant deeds, and proposed legal descriptions for all affected parcels.

Time and Cost

Boundary Adjustments are typically issued within 7-60 days. Boundary Adjustments require an \$845 fee as established by the City's [Fee Schedule](#).

Boundary Adjustment Process

Boundary Adjustments for properties located within the Coastal Zone require a Coastal Development Permit and a public hearing before the Planning Commission. Boundary Adjustments for properties outside the coastal zone are issued over-the-counter and do not require any public noticing or public hearings.

If a Boundary Adjustment is part of a larger project which requires other discretionary permits (e.g., Design Permit, Conditional Use Permit), the Boundary Adjustment will be processed and issued concurrently.

Boundary Adjustment Recordation Process

Once the City approves a Boundary Adjustment, the applicants will receive a notice of approval. The applicants must then record new grant deeds with revised legal descriptions with the County Clerk's office.

It is the applicant's responsibility to record the boundary adjustment documents. Failure to do so may result in a subdivision violation under the California Subdivision Map Act, which may preclude future development or sale of the affected parcels.