

LOT LINE ADJUSTMENT FACT SHEET

Time Frame for Processing

The application will first be reviewed by town staff for completeness. The determination of completeness by town staff will not exceed thirty days. Any additional materials necessary to evaluate the project will be identified, and required for submittal before the application is determined to be complete.

Once a Lot Line Adjustment Application has been determined to be complete, the application will be placed on the next available agenda space for a hearing before the Ross Town Council. The Ross Town Council ordinarily meets the second Thursday of each month at 7 p.m.

Submittal Requirements

1. A completed Lot Line Adjustment application and the payment of fees for each affected property.
2. Proof of legal status such as lot and tract number, or other information necessary to show that the lots involved have been created legally; and a legal description of the subject lots.
3. Deeds or record of survey, suitable for recording with the Marin County Recorder.
4. Four (4) full-size copies and six (6) half-sized copies of a map clearly indicating the following:
 - a. Existing and proposed lot dimensions;
 - b. The location of existing structures, utilities, infrastructures, and easements;
 - c. Existing topography in five foot (5') contour lines;
 - d. All trees greater than six inches (6") in diameter;
 - e. The location, names, and existing widths of all adjoining and contiguous streets and ways;
 - f. Name, address, phone number, and seal of the engineer or surveyor;
 - g. North arrow, scale, and date.
5. Every person who engages in any business, trade or occupation within the Town is required to obtain a business license from the Town. A license is required even if the business is not located within the Town of Ross. All professionals associated with planning applications must obtain their required business licenses in conjunction with the planning review of their application.
6. Any other information deemed necessary by planning staff for review of the application.

The existing and proposed lot lines must be ribboned and staked in the field. Lot line adjustments are subject to Town Council approval; if approved, they must be filed with the Marin County Recorder's Office by the applicant. Lot line adjustments take effect upon recording with the Marin County Recorder's Office, not upon approval by the Town Council. Within ninety (90) days of such recording, a copy of the recorded deed or record of survey must be filed with the Ross Town Clerk.