CITY OF CORONADO
DEPARTMENT OF COMMUNITY DEVELOPMENT

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LOT CONSOLIDATION PROCEDURE

I. CONSOLIDATION PLATS

A. Applicability. Notwithstanding any other provisions of this handout to the contrary, the procedures set forth in this handout shall govern the processing of and requirements for lot consolidation plats. A consolidation plat may be filed pursuant to the provisions of this handout under the following situation:

1. To consolidate two or more lots provided the Director of Community Development determines that the consolidation does not:

   a. Include any lots or parcels created illegally.

   b. Result in any lots which do not meet applicable zoning regulations.

   c. Impair any existing access or create a need for access to any adjacent lots or parcels.

   d. Impair any existing easements or create a need for any new easements serving any adjacent lots or parcels.

   e. Require substantial alteration of any existing improvements or create a need for any new improvements.

B. Requirements and Procedure for Approval of Consolidation Plat:

1. Application:

   a. Application for a Consolidation plat shall be made with the Community Development Department in accordance with the following specifications:

      (1) The plat shall be drawn on a form prescribed by the Director of Community Development. Such forms are available in the Community Development Department upon request. Figure 1 is a sample of the form to be used for a consolidation plat.

(2) The plat shall be drawn to a minimum scale of one inch equals one hundred feet (1” = 100’).

(3) All parcels proposed for consolidation shall be shown, including all contiguous property to be retained by the owner. Property to be retained shall be designated on the plat as a separate parcel.

(4) All existing lost or parcels shown on final maps, parcel maps or final subdivision plats shall be designated by dotted lines, and said maps shall be identified by map type and number.

b. Each consolidation plat shall contain the following information:

(1) A plat number as issued by the Community Development Department.

(2) North arrow and scale.

(3) Name, address, telephone number and signature of owner(s).

(4) If prepared by an engineer or surveyor, his name, address, telephone number and registration or license number.

(5) The location, width and names, if any, of all existing streets; and the location, width and purpose of all easement which lie within the boundaries of the land proposed for consolidation.

(6) The names of the owners and the Assessor’s numbers be labeled within or adjacent to the parcels involved.

(7) The existing boundary should be shown as a dashed line.

(8) The proposed boundary should be shown as a solid line.

(9) Sufficient legal description of the land to define the boundaries of the ownerships involved.

(10) A vicinity map with North arrow and scale indicated.

(11) The net area of each proposed lot.

(12) The dimensions of each boundary of each proposed lot.

(13) The location of all existing buildings and structures and their uses, the distance between said buildings and structures, and the minimum distance

between each building or structure, and the boundary of the proposed lot on which it is located.

(14) A statement of the existing zoning and the proposed use of each lot.

2. Submission of Deeds. To insure that all lots are legal, deeds recorded prior to June 7, 1944, shall be submitted to the Community Development Department. In addition, copies of current owners' deed(s) shall be submitted.

3. Certification. If the Director of Community Development determines that the consolidation plat meets the requirements of the zoning ordinance and handout, they shall be approved. A revised consolidation plat shall be submitted for certification when the Director of Community Development finds that the number or nature of the changes required for approval are such that they cannot be shown clearly or simply on the original consolidation plat, the applicant shall submit a revised plat.

4. Conditions for Approval of a Consolidation Plat. Whenever applicable, the Director of Community Development may prescribe the following requirements as conditions of approval of a consolidation plat:

   a. Parcel Boundaries. Relocation of lot lines to provide lots that comply with any applicable zoning regulations, and conform to standards of lot design specified in this manual.

   b. Access. The provision of safe and adequate access to each lot or parcel within the adjustment plat.

   c. Inundation Line. The addition of a distinctive boundary line, clearly labeled which delineates the limits of any area determines by the Director of Community Development by subject to flooding or inundation. The plat shall contain an appropriate note stating said area is subject to flooding or inundation.

5. Failure to File Revised Consolidation Plat. When required to prepare a revised consolidation plat, the failure to file said plat within six months from the date of approval or conditional approval of the original plat shall terminate all proceedings.

6. Recordation of Deeds. Following approval of the consolidation plat, the applicant must have the necessary deeds prepared and recorded in the office of the County Recorder. The applicant shall submit to the City copies of all recorded deeds.