



City of Malibu

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SUBMITTAL CHECKLIST FOR A LOT LINE ADJUSTMENT / LOT MERGER FOLLOWING PLANNING APPROVAL

Site Address: _____ COC No. : _____

*Note: The applicant must submit a request for certificate of compliance after a lot line adjustment or lot merger has been approved by the City. A certificate of compliance must be processed and recorded **PRIOR** to the issuance of any development permits or the expiration of the City approval. Applicants are advised to discuss their projects with the case planner to determine what documentation will be required at time of submittal.*

ALL of the following items must be submitted for the review of a certificate of compliance (COC). Incomplete submittals will not be accepted. Please submit one (1) hardcopy of all documents (including original COC document) and a disc or flash drive with PDFs of all documents (including COC document) to the Planning Department.

1. Submittal Checklist for a Lot Line Adjustment / Lot Merger Following Planning Approval _____
(This form with property owner's signature)
2. A copy of the Planning Commission or City Council Resolution approving the Coastal Development Permit (CDP) for a Lot Line Adjustment (LLA) and/or Lot Merger (LM) _____
3. Vesting Deed(s), if separate owners are involved _____
4. Preliminary title reports for all properties involved _____
5. Closure calculations of each new lot following a LLA _____
6. COC document for a LLA or LM which contains, in the following order: _____
 - A. Cover sheet requesting COC for LLA or LM with owner's signatures and recording information
 - B. Determination of Compliance sheet with City Engineer, Planning Director and Surveyor signature blocks, including notary statement(s)
 - C. Exhibit A: Legal Descriptions of each lot following LLA and/or LM
 - D. Exhibit B: Sketch(es) of each lot following LLA and/or LM
7. Grant Deed(s) for transferring property to complete the LLA or LM. These can be from and to _____ the same party, if only one owner is involved, and should refer to the Certificate of Compliance number
8. Grant of easement documents, if needed. These would be for granting new easements required _____ as a result of the LLA or LM
9. Other deeds or documents as may be required as a part of the conditions of approval _____
10. Lender approval (e.g., Subordination Agreements), if applicable _____