



Development Services Department

Lot Merger (LM) or Lot Line Adjustment (LLA)

CASE NO. \_\_\_\_\_ DATE FILED \_\_\_\_\_

Assessor's Parcel No. \_\_\_\_\_

Name of Applicant		Phone	
Address			
City	State	Zip Code	
Name of Owner		Phone	
Address			
City	State	Zip Code	

I/We the undersigned owner , lessee  or agent  of the property described below, hereby request that the Planning Director action identified above occur on property located at

\_\_\_\_\_

Between \_\_\_\_\_ (St., Ave., Rd.)

and \_\_\_\_\_ (St., Ave., Rd.)

in the \_\_\_\_\_ Zone.

The EXACT CURRENT legal description of said property is: (the legal description may be given as tract lots, including Section, Township, and Range, or it may be described by metes and bounds with a point of beginning that can be identified on the City Engineer's maps).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOT MERGER OR LOT LINE ADJUSTMENT**

1. Describe in detail the project and/or proposed use of the property.

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2. Describe the reason for the request.

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3. The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of Planning Staff.

I/We \_\_\_\_\_

(Please Print)

being first duly sworn, each for himself or herself, deposes and says that I/we am/are the owner(s) /lessee /agent  of the property involved in this application and that the foregoing statements herein contained and the information herein submitted, are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant: \_\_\_\_\_

(if different from owner)

Signature of Owner:					
Mailing Address:					
City		State		Zip Code	
Phone (H)			Phone (C)		

## LOT MERGER OR LOT LINE ADJUSTMENT

### **Required items for LM or LLA application:**

1. Application fee of \$2050 – Checks should be made payable to City of Adelanto. The appeal fee is \$35. The City operates on the basis of full cost recovery for the processing of planning projects. Costs paid at the time of application are projected to be sufficient for the processing of applications, however, additional deposits may be required to cover the costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames. No refunds will be provided.
2. Preliminary Title Report - shall be dated within 60 days of the submittal of the application, include copies of all easement documents and deeds referenced in title report, copies of the latest grant deed for each property, copies of all record maps referenced by the title report and site map described below.
3. Tentative Map or Plot Plan – 3 copies of a tentative map or plot plan shall be submitted, shall be drawn neatly and accurately to scale (not smaller than 1 inch equals 100 feet), and shall show the following data:
  - Sufficient data to define the location and boundaries of the subject property
  - Name, telephone number and address of owner or owners of record, and applicant if different from owner
  - Existing and proposed property lines for each lot. Existing lot lines that will not remain should be shown as dashed lines. Proposed property lines should be clearly identified. A clear boarder line shall be drawn around all affected lots. Data defining property lines must include reference to the property legal description(s) or record maps. Bearing sand distances on property lines must be indicated as either measured or based upon recorded maps.
  - Existing and proposed met lot areas in square feet and acres
  - Existing legal description and APN, and proposed legal description
  - The location, names and widths of all abutting streets and alleyways
  - The location and dimensions of all known existing easements right-of-ways, reserves, encroachments, and occupancies over the properties
  - Land use/zoning designation and existing use
  - The lot or parcel configuration, size and dimensions
  - Date the map as drawn, north point arrow and scale of the map. All lines and map features must be defined directly or by legend
  - To scale, the outline of any existing buildings or underground structures and their distances to existing and proposed lot lines
  - Vicinity map locating the subject property in relation to the surrounding areas
  - Any travelled ways, natural and improved drainage structures, street improvements, above and underground public and private utilities and wells.
  - Underground sanitation structure and pipes including septic tanks, leach lines, and seepage pits
  - Name and seal of Land Surveyor or Engineer who prepared the map, and date the map was prepared
  - Any other information deemed necessary by the development services department

## **LOT MERGER OR LOT LINE ADJUSTMENT**

4. Lot Line Adjustment or Lot Merger recording document – Must be completed by a land surveyor and/or civil engineer licensed to practice surveying in the State of California. Must include all requested exhibits and owners statement. See page 7 or 8, respectively, for more information.
5. Electronic Copy - All information, including this application, shall be copied onto a thumb drive and turned in with the original documents.

### **DEVELOPMENT SERVICES DEPARTMENT WILL CONSIDER THE FOLLOWING:**

- Will the proposed project be materially detrimental to the public welfare or injurious to the property or improvements in the immediate vicinity?
- Will the proposed project be contrary to any official plan adopted by the City Council; or to any official policies or standards adopted by the City Council as may hereafter be provided for and on file in the office of the City Clerk at or prior to the time of filing or the application hereunder?
- Will all proposed parcels or lots resulting from the project conform in area and dimension to the provisions of the zoning, subdivision and building code requirements and policies of the City of Adelanto?
- Will the design and proposed development be consistent and compatible with the character of existing development in the vicinity?

**LOT MERGER OR LOT LINE ADJUSTMENT**

PROPOSED LEGAL DESCRIPTION(S)

Pursuant to Section 8761 and 8726 of the State of California Business and Professions Code, the legal description must be prepared by a land surveyor and/or civil engineer licensed to practice surveying in the State of California. The signature of the individual preparing the legal description and their registered number and seal shall be required where indicated below.

Stamp

Name: \_\_\_\_\_

Licensed Surveyor or Civil Engineer's Registration Number: \_\_\_\_\_

Date: \_\_\_\_\_

**LOT MERGER OR LOT LINE ADJUSTMENT**

LETTER OF AUTHORIZATION  
IF APPLICANT OTHER THAN PROPERTY OWNER

I, \_\_\_\_\_, as owner(s) of property identified as Assessor's Parcel  
Property Owner(s)

No(s). \_\_\_\_\_ and/or Tract/Parcel Map \_\_\_\_\_, Parcel/Lot

No. \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to represent me  
Authorized Agent

as agent in seeking approval of the following project(s): \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_  
Property Owner(s)

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Authorized Agent

Date: \_\_\_\_\_

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.

## LOT MERGER OR LOT LINE ADJUSTMENT

### Lot Line Adjustment Recording Document

- A) The first page shall conform to County Recorder specifications and include the following text body:

LOT LINE ADJUSTMENT: *Of land situated in the City of Adelanto, County of San Bernardino, State of California within Section \_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, San Bernardino Meridian, APNs: \_\_\_\_\_*

*All of that real property described as follows:*

*SEE EXHIBIT "A" and "B" ATTACHED HERETO*

*Is taken from that real property described as:*

*SEE EXHIBIT "A" and "C" ATTACHED HERETO*

*And is added to that adjoining property described as:*

*SEE EXHIBIT "A" and "D" ATTACHED HERETO*

*The resulting parcels are described as follows:*

*SEE EXHIBIT "E" AND "F" ATTACHED HERETO*

- Exhibit "A" is a plat showing the lot line adjustment graphically. Exhibits "B", "C", "D", "E", and "F" are written legal descriptions. Exhibits "E" and "F" are the new descriptions for the properties that will be used in subsequent grant deed transfers of title. Note that the above example is for a lot line adjustment involving only two adjoining properties. Additional exhibits are required for three or more properties.
- Pursuant to Section 8761 and 8726 of the State of California Business and Professions Code, the legal description must be prepared by a land surveyor and/or civil engineer licensed to practice surveying in the State of California. The signature of the individual preparing the legal description and their seal shall be required.

- B) The lot line adjustment document shall include an owners' statement, signed by each owner and with the signature notarized, on the first page or separate page as space permits, with the following text:

OWNERS STATEMENT: *We as the only parties having any record title interests in the land described in this document petition for and consent to this lot line adjustment.*

- C) The Lot Line Adjustment must be reflected in a deed. Provide copies of the proposed documents.
- Grant Deeds, which describe the new boundaries of the properties, shall be recorded.
  - Appropriate Trust Deeds or partial re-conveyance, documents which describe the new boundaries shall be recorded.

## LOT MERGER OR LOT LINE ADJUSTMENT

### Parcel Merger Recording Document

- A) The first page shall conform to County Recorder specifications and include the following text body:

CONTIGUOUS PARCEL MERGER: *Of land situated in the City of Adelanto, County of San Bernardino, State of California within Section \_\_\_\_, Township \_\_\_\_\_, Range \_\_\_\_\_, San Bernardino Meridian. APNs: \_\_\_\_\_*

*All of that real property described as follows:*

*SEE EXHIBIT "A" and "B" ATTACHED HERETO*

*And all of that real property described as follows:*

*SEE EXHIBIT "A" and "C" ATTACHED HERETO*

*Is merged into one parcel resulting in the property described as:*

*SEE EXHIBIT "D" ATTACHED HERETO*

- Exhibit "A" is a plat showing the parcel merger graphically. Exhibits "B", "C", and "D", are written legal descriptions. Exhibit "D" is the new description for the property that will be used in subsequent grant deed transfers of title.
  - Pursuant to Section 8761 and 8726 of the State of California Business and Professions Code, the legal description must be prepared by a land surveyor and/or civil engineer licensed to practice surveying in the State of California. The signature of the individual preparing the legal description and their seal shall be required.
- B) The parcel merger document shall include an owners' statement, signed by owner(s) and with the signature notarized, on the first page or separate page as space permits, with the following text:
- OWNERS STATEMENT: We as the only parties having any record title interests in the land described in this document petition for and consent to this lot line adjustment.*
- C) The Lot Merger must be reflected in a deed. Provide copies of the proposed documents.
- Grant Deeds, which describe the new boundaries of the properties, shall be recorded.
  - Appropriate Trust Deeds or partial re-conveyance, documents which describe the new boundaries shall be recorded.

**LOT MERGER OR LOT LINE ADJUSTMENT**

**ADELANTO APPROVAL STATEMENT AND CITY ENGINEER'S STATEMENT**

Upon the petition and consent of the declared owner(s) on the attached document and pursuant to Section 664129(d) of the Government Code of the State of California, the following lot line adjustment has been reviewed for conformance with the local general plan and any applicable zoning and building ordinances and is hereby approved by the City of Adelanto by its City Engineer.

- All of that real property described as follows: See attached **Exhibit A**;
- Is hereby made part of the following described real property: See attached **Exhibit B** and **Exhibit C**;
- And the owner(s) of record named on the attached and notarized "Application for Lot Merger or Lot Line Adjustment" acknowledge and consent to the above described lot line adjustment; and
- Said approval is subject to the resulting parcels being reflected in a deed which shall be recorded.

Furthermore, I certify that I have examined this this lot line adjustment and that the only changes thereon from the original properties are provided for in Section 66412 of California Government Code, and that I am satisfied that this lot line adjustment is technically correct.

By:

\_\_\_\_\_  
Brian D. Wolfe  
RCE 69109 License Expires 6-30-2018  
City Engineer, City of Adelanto

\_\_\_\_\_  
Date

And I am satisfied that this map is technically correct.

By:

\_\_\_\_\_  
Ronald A. Musser  
LS 4230 License Expires 6-30-2018

\_\_\_\_\_  
Date