



City of Adelanto

Department of Public Works Engineering

Lot Line Adjustment (LLA)

INSTRUCTIONS TO APPLICANT

This permit is required for a Lot Line Adjustment as defined in the Subdivision Map Act:

The adjustment of the property line between four or fewer existing adjoining parcels, where the land taken from one parcel is added to an adjoining parcel, and where a greater number of parcels than originally existed are not thereby created. The lot line adjustment shall be reflected in a deed, which shall be recorded. (See California Government Code Subdivision Map Act section 66412(d))

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing and processing by the Department of Public Works Engineering.

- A) Application fee of \$650 – Checks should be made payable to City of Adelanto. No refunds.

Processing Costs: The City operates on the basis of full cost recovery for the processing of projects. Deposits made at the time of application are estimated costs for processing of applications; however, additional deposits may be required to cover the projected 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.

- B) Preliminary Title Report - Dated within 60 days of application submission, copies of all easements documents and deeds referenced in the 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.

- C) Lot Line Adjustment 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 4 for details

- D) Tentative Map or Site Map - 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:

1. Date the map was drawn, north point arrow and scale of the map. All lines and map features must be defined directly on entity or by legend.

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2. Existing and proposed property lines for each property. Existing lot lines that will not remain should be shown as a dashed line. Proposed property lines shall be clearly indicated. A line of unique type, or width of not less than 1.4 times greater than any other line shall be drawn around the perimeter/boundary of the lots affected by the adjustment.
3. Existing legal description, (including Section, Township, Range and Meridian) and County Assessor's Parcel Number for each property.
4. Sufficient data to define the existing and proposed property lines of the subject properties. Data defining property lines must include reference to the property legal descriptions and/or record maps. Bearings and distances on property lines must be indicated as either measured or based upon record maps
5. Existing and proposed net lot areas in square feet and acres.
6. The location, names and widths of all abutting streets and alleyways.
7. Existing property lines and easements in contact with any of the properties affected by the adjustment.
8. The location and dimensions of all known existing right-of-ways, easements, reserves, encroachments and occupancies over the properties.
9. Lot Line Adjustment provided by the City Public Works Department.
10. Land use/zoning designation and existing use or uses of the properties.
11. Any traveled ways, natural and improved drainage structures, street improvements, above and underground public and private utilities and wells.
12. Underground sanitation structures and pipes including septic tanks, leach lines and seepage pits.
13. The outline of existing buildings, structures and fixtures. Use of the buildings, distances between buildings and distances from each building or structure to the nearest existing or proposed property line.
14. Indicate the name, telephone number and address of owner(s) of record and the applicant or representative if different from the owner(s).
15. Name and seal of the Land Surveyor or Engineer that prepared the map and the date that the map was prepared.
16. Any other information deemed necessary by the Department of Public Works Engineering.

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PROCEDURE BY PUBLIC WORKS DEPARTMENT

The City Engineer will review all requests with and determine if the proposal meets requirements of the Subdivision Map Act.

IN REVIEWING AND ACTING UPON AN APPLICATION FOR A LOT LINE ADJUSTMENT, CITY ENGINEER WILL CONSIDER SUCH FACTORS AS:

1. Will the proposed project be materially detrimental to the public welfare or injurious to the property or improvements in the immediate vicinity?
2. 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;
3. 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;
4. Will the design and proposed development be consistent and compatible with the character of existing development in the vicinity?

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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.
- a) Grant Deeds, which describe the new boundaries of the properties, shall be recorded.
 - b) Appropriate Trust Deeds or partial reconveyance, documents which describe the new boundaries shall be recorded.

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CASE NO. _____ DATE FILED _____

Total Fees Paid _____ Receipt No. _____

Environmental Determination: CEQA Exempt per Class 5 Section 15305)

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

[Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

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 a _____ 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).

Assessors Parcel No(s). _____

<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature: _____
Date: _____

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

2. Describe the reason for the request.

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 (W)		

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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.

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CITY OF ADELANTO APPROVAL STATEMENT

Upon the petition and consent of the declared owner(s) on the attached document and pursuant to Section 66412(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. Said approval is subject to the resulting parcels being reflected in a deed.

By:

Date:

(Person authorized to sign on behalf of the
City per ordinance)

Witness my hand and official seal.

CITY ENGINEER'S STATEMENT

I hereby certify that I have examined 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:

Date:

Wilson F. So, R.C.E. 21651 expires 09/30/07
City Engineer
City of Adelanto