



# CITY OF LA PALMA

## APPLICANT'S GUIDE FOR: Lot Line Adjustments

### PROCEDURE:

**Step One:** Pay submittal fee: *See latest Fee Schedule adopted by City Council.*

**Step Two:** Fill out the application

**Step Three:** Submittal Requirements

The submittal of a lot line adjustment shall consist of the following:

1. Three (3) copies of the lot line adjustment plat on 8 1/2" x 11" or 8 1/2" x 14" sheets drafted with black ink at a legible scale and stamped by a Licensed Land Surveyor or a Registered Civil Engineer authorized to practice land surveying.
2. Three (3) copies of a site plan on 8 1/2" x 11" or 8 1/2" x 14" or 24" X 36" sheets at a legible scale and stamped by a Licensed Land Surveyor or a Registered Civil Engineer.
3. A current preliminary title report for each property which includes current legal description, names of property owners, all other parties having record interest in the property and easements.
4. Traverse sheets, including area calculations.
5. A letter from all parties with a record title interest, except easement holders, stating that they have knowledge of and consent to the proposal.

Incomplete plans will not be reviewed or processed. The surveyor will be notified and the plans will be returned.

### LOT LINE ADJUSTMENT

The lot line adjustment shall include a ***title sheet, legal descriptions,*** and a ***plat.***

## **TITLE SHEET**

All owners' signatures shall be notarized. If the property is owned by a corporation, two signatures are required (typically the president or vice president and the secretary) unless documentation is received from the corporation authorizing one signature. If the property is owned by a partnership, the signature of at least one partner is required.

The notary acknowledgments may be stapled to the front of the title sheet or may be incorporated into the lot line adjustment below the Record Owners Certification. The example title sheet is one page; however additional pages may be used if necessary.

## **LEGAL DESCRIPTIONS**

A written legal description using metes and bounds description must be provided for each adjusted parcel.

## **PLAT**

The plat may be based on record data. A Record of Survey is not required by the City. However, the City recognizes that a surveyor may recommend to the client, that a survey be performed or the client may request a survey be performed. If a survey is performed for the Lot Line Adjustment, the surveyor must comply with Section 8762 of the Land Surveyor's Act.

The plat shall include the following items:

1. Map scale and north arrow
2. Label and dimension adjacent street(s). Label and dimension distance to centerline of nearest cross street.
3. Existing and proposed lot layout. List a Basis of Bearing. Show bearings and distances for all lot lines. Use a heavy solid line for the property boundary, solid lines for proposed property lines; and light dashed lines for existing property lines to be adjusted or removed.
4. Existing and proposed lot numbers or letters. Building lots shall be numbered and non-building lots (i.e. open space, slopes, or private streets) shall be lettered.
5. Gross and net areas of each lot. Net area is the gross area excepting easements for ingress and egress purposes.
6. Underlying parcels and adjacent parcels identified in ghost lettering.
7. Existing easements, both public and private. Label each easement. Easement notes may be used to indicate type of easement, party in favor of, for what purpose, recorded instrument number and date recorded.

8. A statement of whether the plat was prepared based on record data or based on a survey performed for plat preparation. If the plat is based on record data, the source of all bearings and distances must be clearly indicated.
9. An Index Map if the Plat is 3 pages or greater.

### **SITE PLAN**

The site plan shall be signed and stamped by the responsible surveyor and shall include all the information shown on the plat and shall also include the following information to assist in determining conformance with building code, zoning code and easement requirements. The Site Plan will not be recorded.

1. Net area of each lot.
2. Property Addresses
3. Location of all existing and proposed structures.
4. Dimension distance of front, side, and rear building setbacks.
5. Location of all block walls and retaining walls
6. Slopes, including top of slope and toe of slope elevations.
7. Existing and proposed drive approaches and drive aisles
8. Parking layout and parking stall count for each proposed parcel if industrial, commercial or multiple family zoning.
9. Proposed easements, to check for potential conflicts. The easement must be recorded by a separate document and will be processed by the Real Property Section.

### **PLAN CHECKING**

Plans will be scheduled for plan checking in the order they are received. The first plan check will be thorough and every attempt will be made to mark all plan deficiencies. The surveyor will be notified as soon as the plan check is complete and ready for pickup. The plan check will be returned with a notice of incompleteness letter listing items to be submitted prior to approval by the City Engineer.

The plan checker will request the lot line adjustment plat originals when the corrections requested are minor and will be sufficient to complete the plans. Originals are to be in ink on mylar, vellum, or bond paper.

After a final check has been made to verify that all corrections have been incorporated, the plat will be reviewed and approved by the City Engineer.

## **DEEDS**

The lot line adjustment does not by itself transfer title, adjust liens of mortgages and deeds of trust, or adjust assessments for the properties affected by the lot line adjustment. The lot line adjustment must be reflected in a deed if it affects parcels in different ownership or parcels under the same ownership but encumbered by separate security interests.

## **RECORDING**

The surveyor will be notified as soon as the lot line adjustment plat has been approved to pick up the plat, prepare deeds and record both the plat and deeds in the Office of the Orange County Recorder. At the owner's written request, the approved lot line adjustment will be released to a designated title company or lawyer to prepare the deeds and record both the plat and deeds in the Office of the Orange County Recorder. A copy of the recorded lot line adjustment and deed shall be submitted to the City of La Palma Department of Public Works.

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO

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NAME **City of La Palma**  
**Office of the City Clerk**

ADDRESS **7822 Walker Street**

CITY & **La Palma**

STATE **California**

ZIP **90623**

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TITLE ORDER NO..... ESCROW NO.....

SPACE ABOVE THIS LINE FOR RECORDER-S USE

**CITY OF LA PALMA**

Lot Line Adjustment 2015-XX

Dated \_\_\_\_\_

By \_\_\_\_\_

(insert name) , Community Development Director  
of the City of La Palma

STATE OF CALIFORNIA  
COUNTY OF **ORANGE** } ss.

On (insert date) before me, (insert name), a Notary Public, personally appeared (insert name) who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

Signature \_\_\_\_\_

FOR NOTARY SEAL OR STAMP

**Recording requested by:  
City of La Palma**

**And when recorded mail to:  
Office of the City Clerk  
City of La Palma  
7822 La Palma Avenue  
La Palma, CA 90623**

**LOT LINE ADJUSTMENT  
NO. 2015-XX**

**RECORD OWNERS:**

<b>Lot 1</b>	<b>Lot 2</b>
Name:	Name:
Address:	Address:
Daytime Phone:	Daytime Phone:

I/We hereby certify that: 1) I am/We are the record owner(s) of all parcels proposed for lot line adjustment by this application, 2) I/We have knowledge of and consent to the filing of this application, and 3) the information submitted in connection with the application is true and correct.

\_\_\_\_\_  
Signature of Owner(s) of Lot 1  
Name:  
For:

\_\_\_\_\_  
Signature of Owner(s) of Lot 2  
Name:  
For: