



Development Services Department

**LOT LINE ADJUSTMENT
APPLICATION**

**SUPPLEMENT TO LOS ALAMITOS SUBDIVISION ORDINANCE
(SMC SECTION 16.34)**

(Drafted in conformance with the Lot Line Adjustment Procedures
of the County of Orange, California)

Prepared by:
ENGINEERING DIVISION
Office of the City Engineer

LOT LINE ADJUSTMENT FILING INSTRUCTIONS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of Lot Line Adjustment applications. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

1. REQUIREMENTS FOR FILING APPLICATION

Completion of the lot line adjustment application requires basic information regarding ownership and legal descriptions of the properties involved, title report for each separately owned property, a letter of consent from each part having a beneficiary interest, maps illustrating the proposal, and the payment of processing fees. The legal owners of the parcels involved are responsible for the accuracy of all information submitted in connection with this application.

Some required items are documents that will be recorded; therefore, the forms must be typed, and the exhibits drawn legibly. Also, to assure the reproducibility of the documents, black ink must be used on all forms and maps.

To accurately compile the information required, the lot line adjustment application shall be prepared by a Licensed Land Surveyor or a Registered Civil Engineer authorized to practice land surveying pursuant to Section 8700 through 8806 of the Business and Professions Code of California.

2. CRITERIA FOR ACCEPTANCE

Lot line adjustment application may be accepted when the proposal complies with the following specifications:

- A. The project site described in the proposal consists of legal parcels/lots.
- B. Any land taken from one parcel/lot will be added to an adjacent parcel/lot and no additional parcels/lots will result from the lot line adjustment.
- C. The project complies with the requirements of the California Environmental Quality Act.
- D. The proposal is consistent with the adopted General Plan.
- E. The parcels/lots proposed by the lot line adjustment will comply with all applicable zoning and building regulations.
- F. The lot line adjustment, in and of itself, will not result in the need to additional improvements and/or facilities.

3. ITEMS TO BE SUBMITTED

- A. APPLICATION FOR LOT LINE ADJUSTMENT

This form must be filled out completely. The record owner of all parcels/lots involved must sign the application form. Each signature must be notarized. If the record owner is a corporation, the signing officer's name and title must appear below his or her signature. Full legal descriptions for existing parcels/lots must accompany the application. Submit a copy of the grant deed and a copy of valid title policy for each parcel/lot.

B. EXHIBIT "A" - LEGAL DESCRIPTION

Complete this form with the names of the current record owners, assessor parcel numbers and legal descriptions of the proposed parcels/lots. Please type this form as it will be one of the recorded documents.

The Licensed Land Surveyor or Registered Civil Engineer who prepared the legal description must sign and stamp each page along with his/her license or registration number per the Land Surveyor's Act, Section 8761.

C. EXHIBIT "B" - LOT LINE ADJUSTMENT MAP

The map must be drawn in black ink on the 8-1/2" x11" forms supplied. The map must be clear, readable and provide the following information:

- (1) Map scale and north point- if possible, orient the map such that north is at the top of the page.
- (2) The location of the project site in relation to existing streets and the distance to the nearest cross-street. It must be detailed enough to allow someone not familiar with the area to locate the project site.
- (3) The existing and proposed parcel/lot layout. Show bearing and distances, and deed references for all parcel/lot lines. Use a solid line three times heavier than the next heaviest line on the map for proposed property lines, solid lines for existing lot lines and dashed lines for existing lot lines to be adjusted.
- (4) A number for each new parcel/lot (Parcel 1, Parcel 2, etc.) And the gross area of each new parcel/lot.
- (5) The Licensed Land Surveyor or Registered Civil Engineer who prepared the map must sign and stamp each page with his/her license or registration number per the Land Surveyor's Act.

D. SITE PLAN

Since only certain information can be on the official recorded lot line adjustment map (Exhibit "B"), another map is required showing additional information necessary to verify compliance with the City of Los Alamitos, Subdivision Ordinance. This information may be submitted on the attached form labeled SITE PLAN. The following information must be included on the Site Plan:

- (1) The location and width of all existing or proposed rights of ways or

easements, whether public or private, for roads, drainage, resource preservation, open space, sewers and storm drain purposes. Label the easements as existing or proposed and indicate to whom the easement is granted and purpose.

- (2) The location of any above ground or underground structures, including septic tanks and leach lines, on the site. Dimension distances from proposed property lines to structures. If there are no structures on the parcel/lots proposed for adjustment, add a note on the map stating that fact.
- (3) The Licensed Land Surveyor or Registered Civil Engineer who prepared the site plan exhibit must stamp and sign the exhibit along with his/her license or registration number per the Land Surveyor's Act, Section 8761.

E. REQUEST LETTER (Required)

A letter addressed to the Development Services Director requesting lot line adjustment and explaining the following:

- The reason for requesting a Lot Line Adjustment
- Existing zoning on the property
- Required building site area per zoning
- Building setback requirements
- General Plan designation of the property

F. PAYMENT OF FEES

Following fees must be paid at the time of submittal of the lot line adjustment applications:

- Application filing fee of \$5,472.05.

The following fees must be paid when the lot line adjustment application has been approved by Development Services Director, and upon submittal to the City Engineer for final processing:

- Recording fee as required by the Orange County Recorder.

4. PROCEDURE

- A. The applicant is required to submit the completed forms to the Development Services Department located at 3191 Katella Avenue, Los Alamitos, California 90720-5600.
- B. The Development Services Director or his designee will review the application for completeness and for compliance with the applicable subdivision and zoning ordinances, resolutions, and directives. If the Director or his designee determines that the application is not complete, he will advise the applicant of the necessary changes/corrections/additional material/documents that are required to complete the application.

- C. When the Director or his designee determines that the application is complete, the filing and environmental fees must be paid before formal processing can commence.
- D. Upon filing the application, the Director will assign the application a Lot Line Adjustment (LLA) number.
- E. The Director will further review the project to determine whether the application should be processed as an administrative project, or whether the public interest would be better served by referring the project to the Subdivision Committee.
- F. If the application is to be processed administratively, upon completion of the Director's review, the original application is forwarded to the City Engineer for further processing and final action. An application processing deposit is required by the Engineering Division at this time.
- G. If the application is to be referred to the Subdivision Committee, the following procedure is followed:
 - (1) The project is scheduled for Subdivision Committee action.
 - (2) A public notice is sent to all record owners with 300 feet of the boundary of the project.
 - (3) The Subdivision Committee will take an action to approve or disapprove the application.
 - (4) In approving the project, the Subdivision Committee may impose conditions or exactions on its approval of a lot line adjustment to conform to zoning and/or building ordinances, and/or facilitate the relocation of existing utilities, infrastructure, and/or easements.
 - (5) In the event of conditional approval by the Subdivision Committee, each condition shall be satisfied in a manner meeting the approval of the Development Services Director prior to the recordation of the deed and the lot line adjustment by the County Recorder.
 - (6) After Subdivision Committee approval, the Director will forward the original application to the City Engineer for further processing and final action. An application processing deposit is required by the Engineering Division at this time.
 - (7) If the application is disapproved, the applicant may appeal the project to the City Council. The time which to appeal is ten (10) calendar days. An appeal fee is required.
 - (8) The City Engineer reviews the application to assure the document is technically correct and in an acceptable form for recordation. The City Engineer takes final approval action on the application and signs and affixes his seal on the application.
 - (9) After the City Engineer approves the application, the following processing occurs:

- (a) If the parcel/lots involved are owned by different individuals or entities, these owners shall prepare deeds to convey the appropriate portions of the adjusted lots/parcels to each other. Consent to the Lot Line Adjustment by a part or entity holding beneficial interest in the property shall be reflected in a Modification of the Deed of Trust including, as appropriate, any partial reconveyance shall be executed in the manner of conveyance of real property and recorded concurrently with the deeds required by the City of Los Alamitos. The City Engineer will review the deeds and, upon his approval, submit both the deeds and the approved Lot Line Adjustment to the County Recorder for recordation.
- (b) If all of the parcels/lots involved are owned by a single individual or entity, the owner shall prepare deed to convey the newly adjusted parcels/lots to said owner or entity. The legal descriptions shown on these deeds shall agree with the lots/parcels shown on the approved Lot Line Adjustment. Consent to the Lot Line Adjustment by a party or entity holding a beneficial interest in the property shall be reflected in a Modification of the Deed of Trust including, as appropriate, any partial reconveyance necessary to effect the intent of the Lot Line Adjustment. The modifications and, if required, partial conveyance shall be executed in the manner of a conveyance of real property and recorded concurrently with the deeds required by the City of Los Alamitos. The City Engineer will review the deeds and upon his approval, submit both the deeds and the approved Lot Line Adjustment to the County Recorder for recordation. Deeds recorded pursuant to this paragraph shall be exempt from the requirements of Government Code Section 2784 (Monument Preservation Fund).

(10) All Engineering Division map processing deposit must be paid prior to the submission of the deeds and the lot line adjustment to the County Recorder.

1. General Information:

The Government Code specifies that the Subdivision Map Act is not applicable to Lot Line Adjustments (LLA) between two or more contiguous parcels, where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created, provided the Lot Line Adjustment is approved by the local agency.

The Lot Line Adjustment is a procedure that may be used under certain specified circumstances as method for making minor revisions to property lines between two or more existing building sites. The Lot Line Adjustment is not a procedure for subdividing property.

The Development Services Director, or designee, shall have final authority for determining that a proposed lot line revision qualifies as a "Lot Line Adjustment" (LAMC 16.34). The Development Services Director shall have the final authority to administratively approve, conditionally approve or disapprove the proposed "Lot Line Adjustment" or refer it to the Subdivision Committee for action.

Planning Commission shall be designated as the Subdivision Committee.

2. Filing Instructions:

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of Lot Line Adjustment applications.

A. Requirements for filing application

Completion of the Lot Line Adjustment Application requires basic information regarding ownership and legal descriptions of the properties involved, a title report for each separately owned property, the preparation of maps illustrating the proposal, and the payment of processing fees. The legal owners of the parcels involved are responsible for the accuracy of all information submitted in connection with this application.

Some required items are documents that will be recorded; therefore, the forms must be typed, and the exhibits drawn legibly in black ink.

To accurately compile the information required, the Lot Line Adjustment Application must be prepared by a person authorized to practice land surveying pursuant to Section 8700 through 8806 of the Business and Professions Code, State of California.

B. Criteria for Acceptance

A Lot Line Adjustment may be accepted when the proposal complies with the following:

- (1) The project site described in the proposal consists of legal parcels/lots.
- (2) Any land taken from one parcel/lot will be added to a contiguous parcel/lot and no additional parcels/lots will result from the Lot Line Adjustment.
- (3) The project complies with the requirements of the California Environmental Quality Act.
- (4) The proposal is consistent with the General Plan of the City of Los Alamitos.
- (5) The parcels/lots proposed by the Lot Line Adjustment will comply with all current zoning and building regulations of the City of Los Alamitos.
- (6) The Lot Line Adjustment, in and of itself, will not result in the need for additional improvements and/or facilities.

C. Items to be Submitted

Forms and filing instructions should be obtained from the Development Services Department of the City of Los Alamitos. Use the 8-1/2" x 11" forms provided.

- (1) Application for Lot Line Adjustment

This form must be filled out completely. The record owners of all parcels/lots involved must sign the application form. Each signature must be notarized. If the record owner is a corporation, the signing officer's name and title must appear below his or her signature. Full legal descriptions for existing parcels/lots must accompany the application. A copy of the grant deed and a copy of current title policy must accompany the application.

(2) Exhibit "A" - Legal Description

This must include the names of the current record owners, assessor parcel numbers (APN), and legal descriptions of the proposed parcels/lots. This form must be typed as it will be one of the recorded documents. The Licensed Land Surveyor or qualified Registered Civil Engineer who prepared the legal description must sign and stamp each page with his/her license or registration number per the Land Surveyor's Act, Section 8761.

D. The map must be drawn in black ink on the 8-1/2" x 11" forms supplied. The map must be clear, readable, and provide the following information:

- (1) Map scale and north arrow must be shown.
- (2) When possible, orient the map such that north is at the top.
- (3) The location of the project site in relation to existing streets and the distance to the nearest cross street must be shown. It must be detailed enough to allow someone not familiar with the area to locate the project site.
- (4) The existing and proposed parcel/lot layout must be shown. Bearing and distances for all parcel/lot lines must be shown. A solid line three times heavier than the next heaviest line on the map for proposed property lines, solid lines for existing lot lines and dashed lines for existing lot lines to be adjusted must be used.
- (5) A number for each new parcel/lot (i.e., Parcel 1, Parcel 2, etc.) must be used. The gross area of each new parcel/lot must be shown.
- (6) The Licensed Land Surveyor or Registered Civil Engineer who prepared the map must sign and stamp each page with his/her license or registration number per the Land Surveyor's Act Section 8761.

E. Site Plan

Since only certain information can be on the official recorded Lot Line Adjustment Map (Exhibit "B"), a second map is required showing additional information deemed necessary to verify compliance with the City of Los Alamitos Zoning Regulations and the General Plan. This information must be submitted on a form labeled SITE PLAN which will be furnished by the Development Services Department. The following information must be included on the Site Plan:

- (1) The location and width of all existing or proposed easements or rights of way, whether public or private, or roads, drainage, scenic preservation, resource preservation, open space, sewers and flood control purposes must be shown. The easements must be labeled as existing or proposed and indicate to whom the easement is granted.
- (2) The location of all above ground or underground structures, including septic tanks and leach lines on the site must be shown, dimension distances from proposed property lines to structures. If there are no structures on the parcels/lots proposed for the adjustment, a not must be placed on the map stating that no structures exist on the property.
- (3) The Licensed Land Surveyor or Registered Civil Engineer who prepared the site plan exhibit must sign and stamp the exhibit with his/her license or registration number per the Land Surveyor's Act, Section 8761.

(4) Letter of Request

A letter addressed to the Director, Development Services Department, must be submitted with the application explaining:

- The reason for requesting a Lot Line Adjustment
- Existing zoning on the property
- Required building site area per zoning
- Building setback requirements

F. Required Fees/Deposits

(1) Filing Fees

A fee has been established for the processing of an application for a Lot Line Adjustment.

(2) Environmental Evaluation

A Lot Line Adjustment is considered to be Categorically Exempt, Class 5, by the California Environmental Quality Act. A fee has been established for processing the environmental evaluation.

(3) Map Processing Deposit

A map processing deposit based on the currently adopted Fully Burdened Hourly Rate (FBHR) will be collected by the Engineering Division. This will be based on the estimated number of hours for checking the application and processing the approved Lot Line Adjustment documents.

(4) Recording Fee

A recording fee has been established by the County Recorder to record the approved Lot Line Adjustment documents.

G. Processing Procedure

- (1) The applicant is required to submit the completed forms to the Development Services Department of the City of Los Alamitos.

- (2) The Development Services Director will review the application for completeness and for compliance with the applicable subdivision and zoning ordinances, resolutions and directives. If the Director determines that the application is not complete, the Director will advise the applicant of the necessary changes/corrections/ additional material/documents that are required to complete the application.
- (3) When the Director determines that the application is complete, the filing and environmental fees must be paid before formal processing can commence.
- (4) Upon filing the application, the Director will assign the application a Lot Line Adjustment (LLA) number.
- (5) The Director will further review the project to determine whether the application should be processed as an administrative project, or whether the public interest would be better served by referring the project to the Subdivision Committee.
- (6) If the application is to be processed administratively, upon completion of the Director's review, the original application is forwarded to the City Engineer for further processing and final action. An application processing deposit is required by the Engineering Division at this time.
- (7) If the application is to be processed to the Subdivision Committee, the following procedure is followed:
 - (a) The project is scheduled for Subdivision Committee action.
 - (b) A Public Notice is sent to all record property owners within 300 feet of the boundary of the project.
 - (c) The Subdivision Committee will take an action to approve, conditionally approve, or disapprove the application. (d) The Subdivision Committee may impose conditions or exactions on its approval of a Lot Line Adjustment to conform to zoning and/or building ordinances and codes, and/or to facilitate the relocation of existing utilities, infrastructure, and/or easements.
 - (e) If the Lot Line Adjustment approval was subject to a condition or conditions, each condition shall be satisfied in a manner meeting the approval of the Director, Development Services Department, prior to the recordation of the deeds and the Lot Line Adjustment by the County Recorder.
 - (f) After Subdivision Committee approval, the Director will forward the original application to the City Engineer for further processing and final action. An application processing deposit is required by the Engineering Division at this time.
 - (g) If the application is disapproved, the applicant may appeal the project to the City Council. The time in which to appeal is ten (10) calendar days. An appeal fee required.
8. The City Engineer reviews the application to assure the document is technically

correct and in an acceptable form for recordation. The City Engineer takes final approval action on the application and signs and affixes his seal on the application.

9. After the City Engineer approves the application, the following processing occurs:
 - (1) If the parcel/lots involved are owned by different individuals or entities, these owners shall prepare deeds to convey the appropriate portions of the adjusted lots/parcels to each other. Consent to the Lot Line Adjustment by a part or entity holding beneficial interest in the property shall be reflected in a Modification of the Deed of Trust including, as appropriate, any partial reconveyance shall be executed in the manner of conveyance of real property and recorded concurrently with the deeds required by the City of Los Alamitos. The City Engineer will review the deeds and, upon his approval, submit both the deeds and the approved Lot Line Adjustment to the County Recorder for recordation.
 - (2) If all of the parcels/lots involved are owned by a single individual or entity, the owner shall prepare deed to convey the newly adjusted parcels/lots to said owner or entity. The legal descriptions shown on these deeds shall agree with the lots/parcels shown on the approved Lot Line Adjustment. Consent to the Lot Line Adjustment by a party or entity holding a beneficial interest in the property shall be reflected in a Modification of the Deed of Trust including, as appropriate, any partial reconveyance necessary to effect the intent of the Lot Line Adjustment. The modifications and, if required, partial conveyance shall be executed in the manner of a conveyance of real property and recorded concurrently with the deeds required by the City of Los Alamitos.

The City Engineer will review the deeds and upon his approval, submit both the deeds and the approved Lot Line Adjustment to the County Recorder for recordation. Deeds recorded pursuant to this paragraph shall be exempt from the requirements of Government Code Section 2784 (Monument Preservation Fund).
10. All City Engineer map processing fee must be paid prior to the submission of the deeds and the Lot Line Adjustment to the County Recorder.

DEVELOPMENT SERVICES DEPARTMENT



CHECK LIST FOR LOT LINE ADJUSTMENT

ITEM NO.	DATE COMPLETED	SUBMITTAL REQUIREMENTS
1		Fee: (Lot Line Adjustment) \$5,472.05 (Environmental Evaluation) \$1000 Deposit (Recordation) Per County Recorder
2		Application for Lot Line Adjustment (completed, signed and notarized by record owners), Exhibit A (legal description), Exhibit B (map, including legend), and Site Plan (showing existing structures, and easements).
3		Applicant shall provide evidence that establishes the subject property as legal parcels.
4		Letter addressed to the Development Services Director including: A. Reason for requesting a Lot Line Adjustment B. Existing zoning on the property. C. General Plan designation D. Building site area required per zoning. E. Building setback requirements. F. Proposed building site area on each parcel.
5		Submit to the City Engineer: A. Ownership Guarantee from title company B. Complete Grant Deeds. C. Completed preliminary Change of ownership Report (form attached).



CITY OF LOS ALAMITOS
Office of the City Engineer
3191 Katella Avenue
Los Alamitos, CA 90720-5600

APPROVAL OF LOT LINE ADJUSTMENT LLA -

Dear Applicant:

The real property described herein and the division thereof into _____ parcels as of the date of recordation of required documents, has been determined to be in compliance with applicable provisions of the Subdivision Map Act of the State of California (Section 66410 et.seq. Of the California Government Code) and the Subdivision Ordinance of the City of Los Alamitos, enacted pursuant thereto.

This document relates only to issues of Lot Line Adjustments in compliance with the Subdivision Map Act, the Professional Land Surveyor's Act and local ordinances enacted pursuant thereto. The parcels described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act, the Professional Land Surveyors Act or any local ordinance enacted pursuant thereto. Development of the parcel(s) may require issuance of a permit or permits or other grant or grants of approval.

CITY OF LOS ALAMITOS
Development Services Department

By: _____

EXHIBIT "A"
LOT LINE ADJUSTMENT
LLA ___ - ___

LEGAL DESCRIPTION

RECORD OWNERS	EXISTING APN'S	PROPOSED PARCEL REFERENCE NO.

SHEET OF SHEETS:

EXHIBIT "B "
LOT LINE ADJUSTMENT
LLA __-__

ADJUSTMENT MAP

RECORD OWNERS	EXISTING APN'S	PROPOSED PARCEL REFERENCE NO.

SHEET OF SHEETS:

EXHIBIT "C "
LOT LINE ADJUSTMENT
LLA __-__

SITE PLAN

RECORD OWNERS	EXISTING APN'S	PROPOSED PARCEL REFERENCE NO.

SHEET OF SHEETS:

Forward recorded copies to:
CITY OF LOS ALAMITOS
ENGINEERING DIVISION
3191 Katella Avenue
Los Alamitos, California 90720-5600

-----above reserved for County Recorder's use-----
LOT LINE ADJUSTMENT
LLA -----

RECORD OWNERS

	<u>PARCEL 1</u>		<u>PARCEL 2</u>
Name	_____	Name	_____
Address	_____	Address	_____
Daytime Phone	_____	Daytime Phone	_____
	PARCEL 3		PARCEL 4
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 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 this application is true and correct.

Signature (s) of owner (s) or agent
(print or type)

Signature (s) of owner (s) or agent
(print or type)

Signature (s) of owner (s) or agent
(print or type)

Signature (s) of owner (s) or agent
(print or type)

LOT LINE ADJUSTMENT
LLA _____-

CONTACT PERSON: _____

ADDRESS: _____

DAYTIME PHONE: _____

THIS DOCUMENT CONSISTING OF _____ PAGES WAS PREPARED BY ME OR UNDER MY DIRECTION.

R.C.E./L.S. NO. _____

MY REGISTRATION/LICENSE EXPIRES ON _____

EXAMINED AND APPROVED FOR
RECORDATION:

Chris Kelley
City Engineer of the City of Los Alamitos
My Registration expires _____

DATED THIS _____ DAY OF _____, 200

DATE FILED	ZONING	GENERAL PLAN
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