

LOT LINE ADJUSTMENT APPLICATION

The Lot Line Adjustment Application is required for all lot line adjustments between two or more existing adjacent parcels, where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels is not thereby created.

We recommend that prior to submitting your application that you arrange a preliminary conference with a member of the City's Planning staff. The purpose of this conference is to review requirements pertaining to such matters as zoning, overlay control districts, grading, lot size, etc. It is helpful to have preliminary sketches of your proposal at this meeting.

These are the materials you must submit:

1. Three (3) copies of a plot plan. Plot plans should be assembled in complete sets, and folded no larger than 9 1/2" x 14" (preferably 8 1/2" x 11" format). A plot plan shall show the subject lots and portions of the adjacent lots, drawn at a reasonable scale completely labeled and dimensioned with the following information:
 - A. The existing and proposed property lines.
 - B. The location of existing easements, utilities and infrastructure (such as sewer, electrical, telephone).
 - C. North arrow and scale.
 - D. Minimum 1/2" wide left and right margins.
 - E. Signed and sealed by L.S. or P.E., and with date of registration expiration shown.
 - F. Other information deemed necessary by the Planning staff and/or City Engineer.
 - G. Area of lots before and after proposed lot line adjustment.
 - H. Contours/topography of each lot.
 - I. Show existing structures on both lots with dimensions indicating the distance between the existing structures and the existing and new property lines.
 - J. For each parcel provide a legal description for the existing lots and the proposed lots.
2. A completed application signed by the applicant and each affected landowner.
3. Metes and bounds, subdivision and lot or sectionalized land description in 8 1/2" x 11" format, minimum 1/2" wide left and right margins, and signed and sealed by L.S. or P.E. with date of registration expiration shown.

4. Grant Deeds containing a legal description of the land being added and the land being taken from each lot. The Grant Deeds shall be ready for recordation. The Deeds and Records MUST BE TYPED as they will be recorded, and the County Recorder will not accept illegible or unclear documents. Do not type in margins. The Grant Deeds shall be signed and notarized by the property owners.
5. Other supporting information including:
 - A. Vesting deeds
 - B. Preliminary title policy, less than 6 months old, record maps of property being considered and
 - C. Boundary closure calculations for each parcel, using a coordinate system common to the project and signed and sealed by L.S. or P.E. and with date of registration expiration shown.
6. A \$2,002.00 filing fee + \$4.00 Data Processing Fee + Trust Deposit (TD)* = **\$2,006.00 + TD***

In addition to the above filing fee, the following fee may be assessed if applicable: **\$18.00** Historic Data Entry Fee (one time fee per property).

*Please note that a trust deposit may be required for costs incurred by the City Engineer's, City Attorney's, or any other City Consultant's review of the application.

Please remember that if all of these materials are not submitted, the application cannot be accepted for filing, and will not be deemed complete. Once the application has been deemed complete, the Community Development Director will approve with condition, or deny the request, pursuant to the authority granted by the Subdivision Map Act (Section 66412) and any local subdivision or zoning ordinances (Chapter 16.08 of the City's Municipal Code). The Director's decision may be appealed to the Planning Commission within fifteen (15) days of the date of mailing a Notice of the Action and the Planning Commission's decision may be appealed to the City Council. Once the conditions of approval have been met, the Grant Deed or Record of Survey will be recorded, the final step in the process.

➤ Important ◀

- Notice: CC&R's are private restrictions or agreements. Therefore the City is not responsible for a property owner's compliance with any CC&R's that may govern their property and the City does not enforce private CC&R's. The City recommends that property owners review their title report to see if any CC&R's govern their property, and if so, consult such CC&R's prior to submittal of their application. Additionally, property owners should review their title report for any other private property restrictions (Deed Restriction, Private Easement, etc.) that may govern their property.

City of



RANCHO PALOS VERDES

COMMUNITY DEVELOPMENT DEPARTMENT

LOT LINE ADJUSTMENT APPLICATION NO. _____

Applicant (Landowner's agent)

Name: _____

Address: _____

Telephone: _____

Email: _____

Parcel A (Landowners)

Name: _____

Address: _____

Telephone: _____

Email: _____

Lot & Tract No.: _____

Legal Description of Property: _____

Parcel B (Landowners)

Name: _____

Address: _____

Telephone: _____

Email: _____

Lot & Tract No.: _____

Legal Description of Property: _____

Project Description: (Include current & proposed use of property and purpose of this request.)

General Information

Parcel A

Parcel B

1. Correct zoning of the subject parcel (include any overlay control districts).

2. Size of parcel before adjustment.

3. Size of parcel after adjustment.

Hazardous Waste & Substance Statement (REQUIRED FOR ALL PROJECTS)

Pursuant to California Government Code Section 65962.5(f), before a city can accept as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the city indicating whether the project and any alternatives located on a site that is included on any of the lists compiled and shall specify any list.

The California Environmental Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California, which identifies the following site in Rancho Palos Verdes (as of 8/22/2012):

30940 Hawthorne Blvd	City Hall / Civic Center	Envirostor ID 19970023
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I have consulted the most current lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are not contained on these lists.

Property Owner Signature: _____

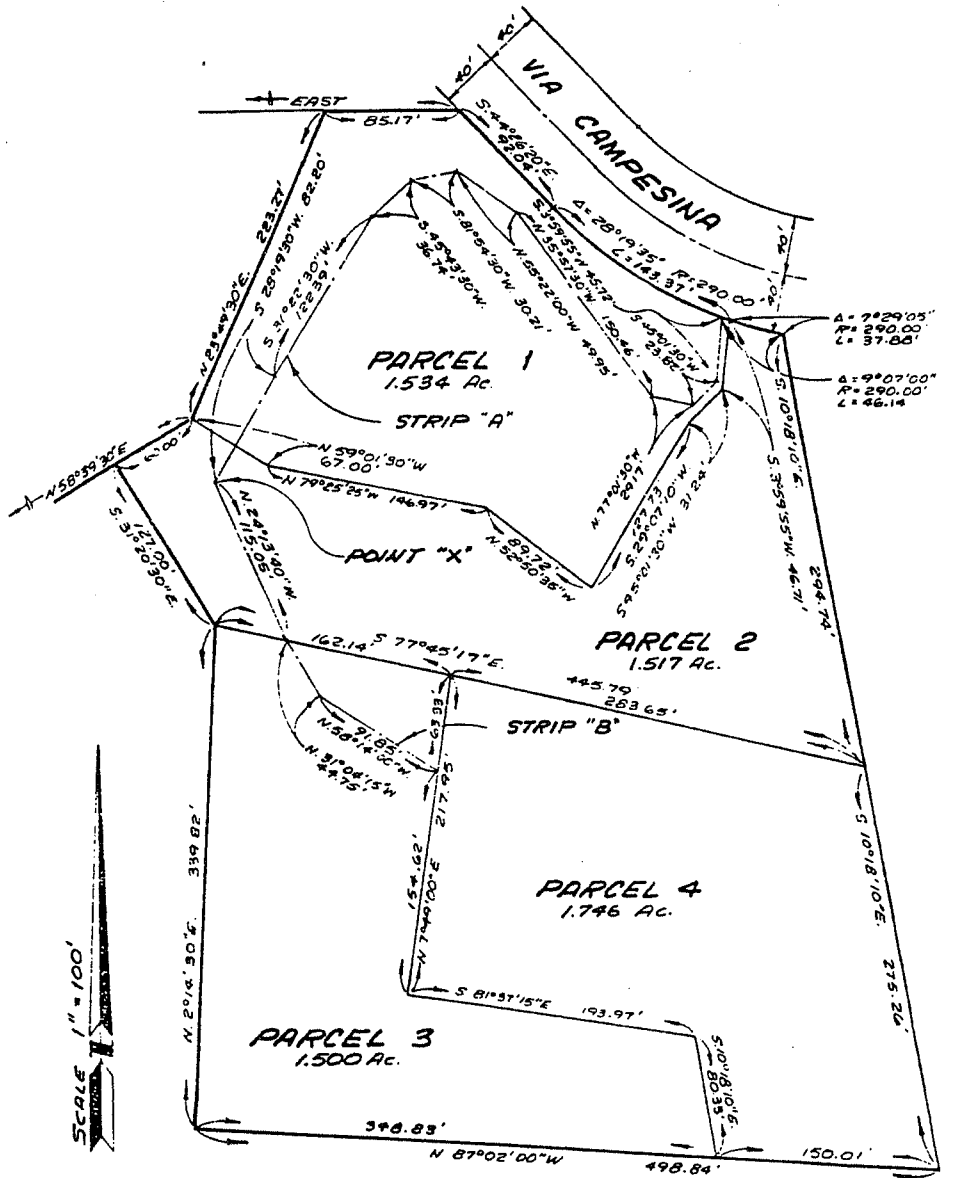
PROPERTY OWNER'S CERTIFICATION (REQUIRED)

I HEREBY CERTIFY, under the penalty of perjury, that the information and materials submitted with this application are true and correct; and that I have authorized the above-listed applicant to act in my behalf.

Dated at _____, California, on _____, 20____.

*Signature of Landowner
Parcel A*

*Signature of Landowner
Parcel B*



EXAMPLE

CITY OF RANCHO PALOS VERDES

INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

VICINITY MAP

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

PROPERTY OWNERS MAILING LIST

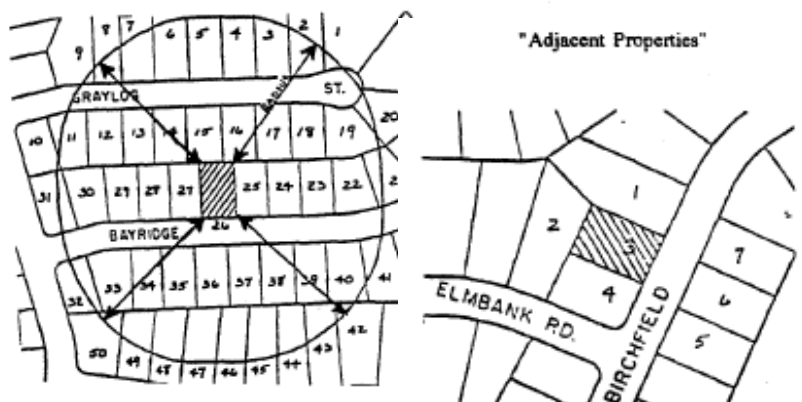
The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

SAMPLE MAILING LABELS

Assigned Lot I.D. Number
Property Owner Name
Address
City, State, Zip Code

1 Harold Jackson 773 Graylog RPV, CA 90275	2 Malcolm Hill 4117 Greenwood Meadow Torrance, CA 90503
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SAMPLE VICINITY MAPS



CERTIFICATION OF PROPERTY OWNERS' MAILING LIST

Application(s) _____

Applicant Name _____

Subject Property Address _____

Notice Radius Required _____

Number of property owners to be notified _____

I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within _____ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.

Property Owner (Applicant) Signature

Date

Name (Please Print)

***Map Makers and Ownership Listing Services
that may prepare radius maps and mailing lists***

G.C. Mapping
711 Mission St., Suite D
So. Pasadena, CA 91030
(626) 441-1080
Attn: Gilbert Castro

Strour & Associates, LLC
1001 Sixth Street, Suite 110
Manhattan Beach, CA 90266
(310) 372-8433
Attn: Elizabeth Strour

JPL Zoning Services, Inc.
6263 Van Nuys Blvd.
Van Nuys, CA 91401-2711
(818) 781-0016
(818) 781-0929 (FAX)
Attn: Maria Falasca

Susan W. Case
917 Glenneyre St., Ste. 7
Laguna Beach, CA 92651
(949) 494-6105
(949) 494-7418

Kimberly Wendell
P.O. Box 264
Los Alamitos, CA 90720
(562) 431-9634
(562) 431-9634 (FAX)

T-Square Mapping Service
969 So. Raymond Ave., Floor 2
Pasadena, CA 91105
(626) 403-1803
(626) 403-2972 (FAX)
Attn: Darla Hammond

Nieves & Associates
115 So. Juanita Ave.
Redondo Beach, CA 90277
(310) 543-3090

Robert Vargo
5147 W. Rosecrans
Hawthorne, CA 90250
(310) 973-4619

NotificationMaps.com
23412 Moulton Parkway, Ste. 140
Laguna Hills, CA 92653
(866) 752-6266
www.notificationmaps.com
Attn: Martin Parker

City Radius Maps
300 E. Bonita #3641
San Dimas, CA 91773
(818) 850-3382
Attn: Robert Simpson