

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: _____

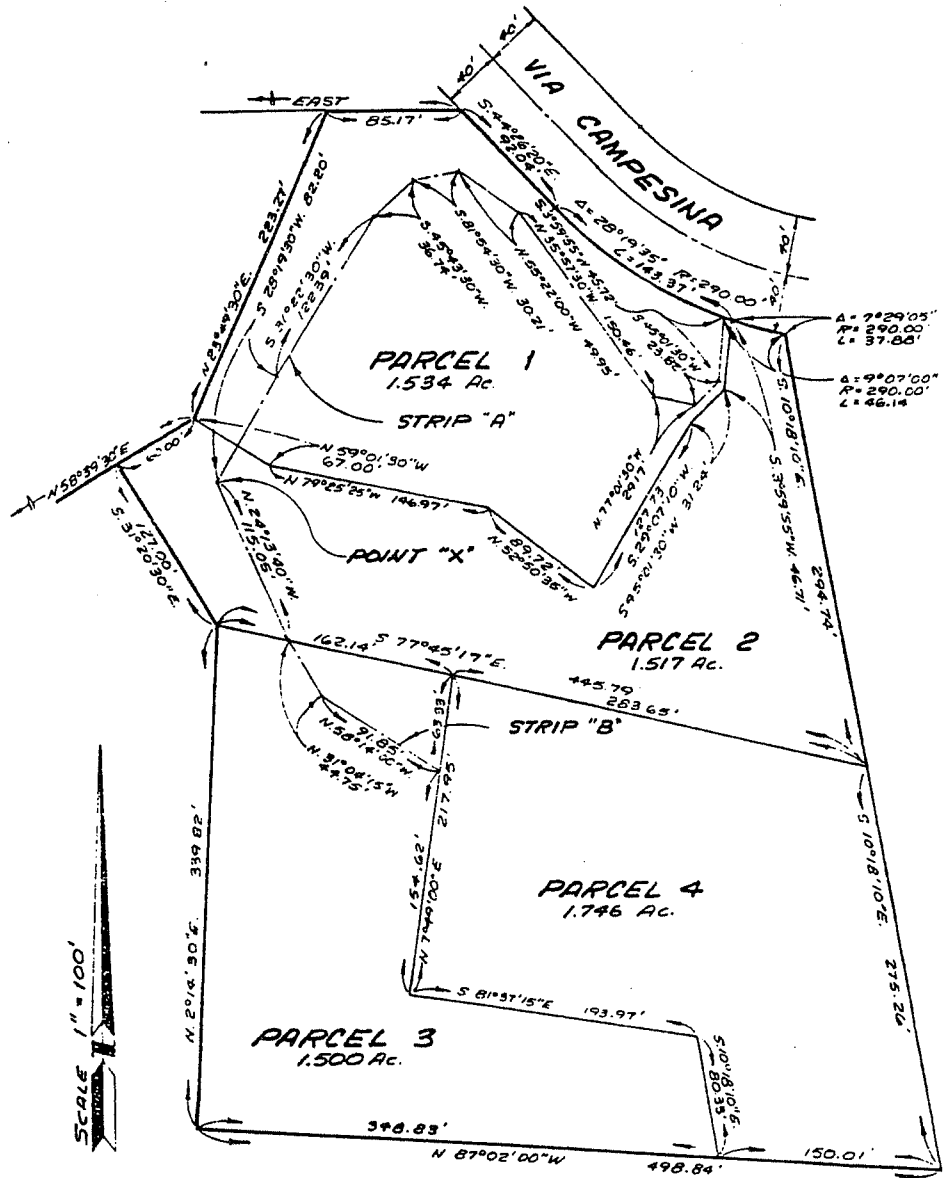
PROPERTY OWNER'S CERTIFICATION (REQUIRED)

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