

Lot Line Adjustment Packet



OC PUBLIC WORKS

OC PLANNING

"Shaping the County's Future"

Planning

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SUBMITTAL CHECKLIST

LOT LINE ADJUSTMENT

DATE COMPLETED		
	1. Deposit: (Map Processing) Map (Checking/County Surveyor)	\$400.00 \$504.00 + \$126.00 (per parcel)
	2. Application for Lot Line Adjustment (Completed, signed and notarized by record owner), Exhibit "A" (Legal description), Exhibit "B" (map, including legend) and Exhibit "C" Site Plan ** (showing existing structures and easements).	
	3. Applicant shall provide evidence that establishes subject property as legal parcels.	
	4. Letter addressed to the Manager, Subdivision and Infrastructure Services including: <ul style="list-style-type: none"> A. Reason for requesting Lot Line Adjustment B. Existing zoning on the property C. Required building site area per zoning D. Proposed building site area on each parcel 	
	5. Submit to Orange County Surveyor: <ul style="list-style-type: none"> A. Ownership Guarantee from Title Company B. Completed Grant Deeds C. Completed Preliminary Change of Ownership Report 	

Note: **For the purpose of clarity and continuity, a simplified and "cleaned up" version of Exhibit "C" (Site Plan) is now required. The emphasis is to be on existing and proposed lot lines, and their relationship to the roads, structures and easements. This is in addition to the Standard Exhibit "C".

SUBMITTAL BY APPOINTMENT ONLY: (714) 834-5049

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.

I. REQUIREMENTS FOR FILING APPLICATION

Completion of the Lot Line Adjustment application requires basic information regarding ownership and legal description of the property involved, a title report for each separately owned property, a letter of consent from each party having a beneficiary interest, maps illustrating the proposal and the payment of processing fee. The record owner(s) of the parcel involved is responsible for the accuracy of all information submitted in connection with this application.

Some require items are document that will be recorded. Therefore, the forms must be typed and the exhibits drawn legibly. Also, to assure the reproducibility of the documents, **use black ink** on all forms and maps.

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

II. CRITERIA FOR ACCEPTANCE

A 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.
- B. Any land taken from one parcel will be added to an adjacent parcel and no additional parcels 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 General Plan.
- E. The parcels 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 for additional improvement and/or facilities.

III. ITEMS TO BE SUBMITTED

A. Application for Lot Line Adjustment

This form must be filled out completely. The record owner(s) of the parcels 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

DESIGNATION OF FINANCIALLY RESPONSIBLE PARTY

her signature. Full legal descriptions for the existing parcel must accompany the application. Submit a copy of the grant deed and title report for each parcel.

B. Exhibit “A” – Legal Description

Complete this form with the name(s) of the current record owner(s), the assessor parcel number, and the legal description of the parcel. Please type this form, as it will be on of the recorded documents.

The Licensed Land Surveyor or Registered Civil Engineer who prepared the legal description must sign each page along with his/her seal or stamp and expiration date of license/registration per the Professional Land Surveyors’ Act, Section 8761.

C. Exhibit “B” – Lot Line Adjustment Map

The map must be drawn in **black ink** on the 8 ½” x 11” form provided. *The map must be clear and readable. At least the following information must be provided on the map (additional information may be required):

***Note:** If a larger Exhibit “B” map is needed for clarity, make references to the larger map by stating “see attached map: on the 8 ½” x 11” page.)

1. Map scale and north arrow.
2. The location of the project site in relation to existing street and the distance of the nearest cross-street. (Must be detailed enough to allow someone not familiar with the area to locate the project site.)
3. The existing and proposed parcel layout. Show bearings and distances from all parcel lines (record data only). 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 dash lines for existing lot line to be adjusted.
4. A number for each new parcel (Parcel 1, Parcel 2 etc.) and the net area of each new parcel. Net area equals the gross area minus any easements that restrict the surface use of the property, such as vehicular, pedestrian or equestrian easement.
5. The Licensed Land Surveyor or Registered Civil Engineer who prepared the legal description must sign each page along with his/her seal or stamp and expiration date of license/registration per the Professional Land Surveyors’ Act, Section 8761.

D. Site Plan

Since only certain information can be on the recorded Lot Line Adjustment map (Exhibit “B”), a second map is required showing additional information necessary to verify compliance with County zoning and building ordinances. 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 easements or rights-of-way, whether public or private, for roads, drainage, scenic preservation, resources preservation, open space, sewers and flood control purposes. Label the easements as existing or proposed and indicate to who the easement is granted.
2. The location of any above ground or underground structures, including septic tanks and leach line, on the site. Dimension distances from proposed property lines to structures. If there are not structures on the parcels proposed for adjustment, add a note on the map (Exhibit "B") stating that fact.
3. The Licensed Land Surveyor or Registered Civil Engineer who prepared the legal description must sign the exhibit along with his/her seal or stamp and expiration date of license/registration per the Professional Land Surveyors' Act, Section 8761.

E. Required Letter

A letter addressed to the Manager, Land Use Planning explaining:

- The reason for requesting a lot line adjustment
- Existing zoning on the property.
- Required building site area per zoning
- Proposed building site area.

F. Filing Deposit

See Submittal Checklist for Lot Line Adjustments

G. Map Processing Deposit

A map processing deposit will be collected by the County Surveyor based on the hourly processing rate and estimated number of hours for the checking of the application and processing to recordation.

H. Recording Fee*

The County Recorder requires a fee* of \$9.00 for the first page and \$3.00 for each additional page for recordation of the Lot Line Adjustment. (The minimum number of pages is four (4), but the total may be more.) *Note: This fee will be due after the Lot Line Adjustment has been checked by the County Surveyor.

IV. PROCEDURE

- A.** The applicant is required to submit the completed application to Subdivision Planner located at:

**300 N. Flower Street
Santa Ana, CA 92703**

- B.** The Subdivision Planner will review the application for completeness and for compliance with the applicable subdivision and zoning ordinances, resolutions, and directives. If the Subdivision Planner determines that the application is not complete, he/she will advise the applicant of the necessary changes/corrections/additional material/documents that are required to complete the application.

DESIGNATION OF FINANCIALLY RESPONSIBLE PARTY

- C. When Subdivision Planner 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 Subdivision Planner will assign the application a Lot Line Adjustment (LL) number.
- E. The Subdivision Planner 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.
 - 1. If the application is to be processed administratively, upon completion of the Subdivision Planner review, the original application is forwarded to the County Surveyor for further processing and final action. An application processing deposit is required by the County Surveyor at this time.
 - 2. If the application process 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 owners within 300' of the boundary of the project.
 - c. The Subdivision Committee will take an action to approve or disapprove the application.
 - d. In approving the project, the Subdivision committee may impose conditions or exaction on its approval of a Lot Line Adjustment to conform to zoning and/or building ordinances, and/or to facilitate the relocation of existing utilities, infrastructure, and/or easements.
 - e. In the event the approval of the Lot Line Adjustment was subject to a condition or conditions, each condition shall be satisfied in a manner meeting the approval of the Manager, Land Use Planning, prior to the recordation of the deeds and the Lot Line Adjustment by the County Recorder.
 - f. After Subdivision Committee approval, the Subdivision Planner will forward the original application to the County Surveyor for further processing and final action. An application processing deposit is required by the County Surveyor at this time.
 - g. If the application is disapproved, the applicant may appeal the project to the Planning Commission. The time in which to appeal is then (10) calendar days. An appeal fee is required.
- F. The County Surveyor reviews the application to assure the document is technically correct and in an acceptable for recordation. The County Surveyor takes the final approval action on the application and signs and affixes his/her seal on the application.

- G.** After the County Surveyor approves the application the following processing occurs:
1. If the parcels involved are owned by different individuals or entities, these owners shall prepare deeds to convey the appropriate portions of the adjusted parcels to each other. 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 the trust including, as appropriate, any partial reconveyance necessary to effect the intent of the Lot Line Adjustment. The modification and, if required, partial reconveyance shall be executed in the manner of the conveyance of real property and recorded concurrently with the deeds required by this section. The County Surveyor will review the deeds and, upon his/her approval, submit both deeds and the approved Lot Line Adjustment to the county Recorder for recordation.
 2. If all of the parcels involved are owned by a single individual or entity, the owner shall prepare deeds to convey the newly adjusted parcels to said owner or entity. The legal descriptions shown on these deeds shall agree with the parcel 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 the Trust including, as appropriate, any partial reconveyance necessary to effect the intent of the Lot Line Adjustment. The modification and, if required, partial conveyance shall be executed in the manner of the conveyance of real property and recorded concurrently with the deeds required by this section. The County Surveyor will review the deeds and, upon his/her approval, submit both 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 27584 (Monument Preservation Fund).
- H.** All County Surveyor map processing fees must be paid prior to the submission of the deeds and the Lot Line Adjustment to the County Recorder.



Lot Line Adjustment

Forward Recorded Originals to:

County of Orange
OC Public Works/OC Planning/Geomatics – L.I.S. Division
Attn: Raymond L. Mathe, County Surveyor
300 N. Flower Street
Santa Ana, Ca 92703

RESERVED FOR COUNTY RECORDER'S USE

Lot Line Adjustment

LL 2009 -

Record Owner(s):

Parcel 1

Parcel 2

Name _____

Parcel 3

Parcel 4

Name _____

(I/We are) hereby certify that: 1) (I am/We are) the record owner(s) of the parcel proposed for a adjustment by this application 2) (I/We) have knowledge of the 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 OR AGENT

SIGNATURE(S) OF OWNER OR AGENT

NAME OF OWNER OR AGENT (TYPED OR PRINTED)

NAME OF OWNER OR AGENT (TYPED OR PRINTED)

SIGNATURE(S) OF OWNER OR AGENT

SIGNATURE(S) OF OWNER OR AGENT

NAME OF OWNER OR AGENT (TYPED OR PRINTED)

NAME OF OWNER OR AGENT (TYPED OR PRINTED)



Lot Line Adjustment

LL 2009 - _____

Contact Person: _____

Street Address: _____

City, State, Zip: _____

Daytime Telephone: _____

This document consisting of _____ pages were prepared by me or under my direction.

Signature R.C.E./L.S. _____

My registration/license expires: _____

Examined and approved as to survey content only for Raymond L. Mathe, County Surveyor

by: Raymond L. Mathe
County Surveyor, L.S. 6185
My License expires: 03/31/2010

Dated this _____ day of _____ 20 _____

OFFICE USE ONLY

Date Filed	Zoning	SEE EXHIBITS A, B and C attached hereto.

Lot Line Adjustment

LL 2009 - _____

The General Plan designates the subject property as _____ It is zoned _____ . The lot line adjustment described herein is consistent with all relevant planning policies and zoning regulations and is categorically exempt from CEQA (Class 3 and 5).

As allowed by and in conformance with the California Subdivision Map Act (Section 66412d) and the Orange County Subdivision Code and Subdivision Manual (Subarticle 16 and Chapter 7, respectively) the lot line adjustment described herein is approved.

County of Orange
OC Public Works
Jess Carbajal, Interim Director

By: _____
Mahrooz Ilkanipour, PE
Manager, Building & Plan Check

EXHIBIT "A"
Lot Line Adjustment

LL 2009 - _____

Legal Description

Current Record Owner(s)	Existing Parcel A P Number	Proposed Parcels Reference Number
Sheet of sheet(s)		

EXHIBIT "B"
Lot Line Adjustment

LL 2009 -

Map

Current Record Owner(s)	Existing Parcel A P Number	Proposed Parcels Reference Number
Sheet of sheet(s)		

EXHIBIT "C"
Lot Line Adjustment

LL 2009 - _____

Site Plan

Current Record Owner(s)	Existing Parcel A P Number	Proposed Parcels Reference Number
<p style="text-align: right;">Sheet of sheet(s)</p>		



DESIGNATION OF FINANCIALLY RESPONSIBLE PARTY

As stated in the Board-approved Ordinance, the County’s Planning Department operates by using a time-and-material based deposit and fee structure for plan check, inspection, and planning services. Thus, it is required that each permit or record maintained by Planning have a Financially Responsible Party (FRP) identified.

Per the County Ordinance, the FRP and the owner will receive all official communications regarding fiscal matters, including notices of low balances and additional requests for deposits and copies of permits, and will also receive any refunds, if applicable. Once the FRP is identified, a confirmation notice will be sent in which the named FRP will have 10 days to notify the County of any errors. If the designation is contested, all work on the permit(s) may be stopped until this issue is resolved.

Permit / Record # (s)

As the [] Applicant [] Owner [] Contractor [] Other _____, I designate the Financially Responsible Party to be: _____.

[] Applicant [] Owner [] Contractor [] Other _____

Name _____

Company / Business Name _____

Address _____

City, State, Zip _____

Phone # _____

Email Address _____

_____ PRINT NAME SIGNATURE DATE

County Use Only [] New Application [] Revision to current application

Received by: _____

Date: _____

Role Updated in APPS: _____