



LOT LINE ADJUSTMENT **INSTRUCTIONS**

CITY OF ORANGE
PUBLIC WORKS DEPARTMENT

REV. OCT 2015

General Information

Section 66412(d) of the Subdivision Map Act specifies that lot line Adjustment is between four or fewer adjoining parcels, where the land taken from one parcel is added to adjoining parcel, and where a greater number of parcels than originally existed is not thereby created. It also specifies that Subdivision Map Act is inapplicable to lot line adjustment and the lot line adjustment is to be approved by the local agency.

The lot line adjustment procedure is intended to be used only in those situations where the provisions of the Subdivision Map Act and the Subdivision Code, applicable to subdivisions, do not apply. This includes only lot line adjustments that are of a minor and routine nature, where a resolution can be adopted without the need of extensive review and public involvement. City Engineer shall have final authority for determining that a proposed lot line revision qualifies as a "lot line adjustment".

As of January 1988, lot line adjustments must be prepared and signed by a registered civil engineer or licensed land surveyor per Sections 8726 (k) and 8761.1 of the Land Surveyors Act.

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.

Requirements for Filing Application

The application for a lot line adjustment requires the completion of simple forms requiring basic information regarding ownership, legal descriptions of the properties involved, the preparation of maps illustrating the proposal, and the payment of a processing fee. The legal owners of the parcels involved will be responsible for the accuracy of all information submitted in connection with this application.

The items that are required to be submitted will be legal documents that must 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 services of a draftsman, engineer, surveyor or title insurance company may be advisable and in some cases essential.

Criteria for Acceptance

An application for a Lot Line Adjustment may be accepted when it can be determined that the proposal complies with the following specifications:

1. The project site described in the proposal consists of legal building sites.
2. Any land taken from one parcel will be added to an adjacent parcel and no additional parcels 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.
5. The parcels proposed to be created by the Lot Line Adjustment comply with all applicable zoning regulations.

6. The lot line adjustment, in and of itself, will not result in the need for additional improvements and/or facilities.
7. No dedication or street improvements is required from either parcel as a condition for this adjustment.

Application for Lot Line Adjustment Items to be Submitted

The application for a LOT LINE ADJUSTMENT consists of a APPLICATION INFORMATION, EXHIBIT A, EXHIBIT B and EXHIBIT C. These forms must be filled out completely. The record owners of all parcels involved must sign the application form. The signatures of record owners must be notarized.

1. Application Information
 - a. Complete the APPLICATION INFORMATION SHEET. This sheet will not be recorded.
 - b. Submit a copy of a Grant Deed for all parcels and/or a copy of a recent Title Report the includes all parcels involved in the LOT LINE ADJUSTMENT.
 - c. Submit a draft copy of the new proposed Grant Deeds for the LOT LINE ADJUSTMENT.
 - d. A Lot Line Adjustment Number will be assigned by the City after an Application is submitted.
2. Exhibit "A" – Legal Description
 - a. Complete this form with the names of the current record owners, proposed parcel numbers and legal descriptions of the proposed parcels. Please type this form as it will be one of the recorded documents. If you reproduce these forms, maintain a minimum of 1" left and right margins.
3. Exhibit "B" – Lot Line Adjustment Map
 - a. The map must be drawn in black ink on the 8½" x 11" form provided. If you reproduce these forms, maintain a minimum of 1" left and right margins. The map must be clear and readable. At least the following information must be provided on the map (additional information may be required):
 - b. Map scale and north arrow.
 - c. The location of the project site in relation to existing streets and the distance to the nearest cross-street. (Must be detailed enough to allow someone not familiar with the area to locate the project site).
 - d. The existing and proposed lot layout. Show bearings and distances for all parcel lines. Use a heavy solid line for the project boundary, solid lines for proposed property lines, and light dashed lines for existing property lines to be adjusted.
 - e. A number for each parcel (Parcel 1, Parcel 2, etc.) and the net area of each parcel. Net area equals the gross area minus any easements that restrict the surface use of the property, such as vehicular, pedestrian, or equestrian easements.

4. Exhibit "C" – Site Plan
 - a. Since only certain information can be on the official recorded Lot line Adjustment map (Exhibit "B"), a second map is required showing additional information necessary to verify compliance with adopted City ordinances.
 - b. It is suggested that this site plan be submitted on a COPY of the Lot Line Adjustment Map (Exhibit "B"). The following information must be included on the site plan:
 - c. The location and width of all existing or proposed easements or rights-of-way, whether public or private, for roads, drainage, sewers, or flood control purposes. Label the easements as existing or proposed and indicate to whom the easement is granted.
 - d. The location of any above ground or underground structures on the site. Dimension distances from proposed property lines to structures. If there are no structures on the Lots proposed for adjustment, add a note on the map stating that fact.
5. City Approval Form
 - a. City Information and Approval
 - a. This sheet will be prepared by the City.
 - b. Owner Signature Page(s)
 - a. The notarized signature of all property owners is required. Multiple sheets may be used. The page numbers will be filled in by the City when the LOT LINE ADJUSTMENT is ready to be recorded.
6. Processing Fee
 - a. **A FEE OF \$1000.00 IS REQUIRED FOR THE PROCESSING OF AN APPLICATION FOR LOT LINE ADJUSTMENT.**

Procedure

1. Before submitting an application, the person desiring the lot line adjustment shall first consult with the Subdivision Section of the Department of Public Works to ascertain applicable requirements.
2. The applicant shall then submit to the Subdivision Section of the Department of Public Works the application along with the other documents listed under OMC Section 16.32.030 and pay required processing fee. The Subdivision Section shall review the application and related documents to ensure technical accuracy and acceptable format for recording. When such determination is made, the Subdivision Section shall set the application for review at a regularly scheduled meeting of the SMART (Streamlined Multi-Disciplined Accelerated Review Team).
3. SMART on behalf of the Community Development Director shall review the application and related documents to verify compliance with zoning and land use ordinances and with established policies and procedures of the City. The Community Development Director shall recommend approval or disapproval of the application to the City Engineer. The City Engineer shall approve or disapprove the application within forty-five (45) days from the date the application was deemed complete.

4. If the lot line adjustment is conditionally approved or disapproved, the applicant shall be notified within a reasonable period of time and given the opportunity to correct the map.
5. If the lot line adjustment application is approved, the owner or applicant on behalf of the owner shall cause the lot line adjustment map, and legal descriptions in precise conformance with the lot line adjustment, to be recorded in the office of the County Recorder.
6. Current County Recording fees will be collected at this time.

IT IS THE APPLICANTS' RESPONSIBILITY TO RECORD THE NEW GRANT DEEDS IN CONFORMANCE WITH THE APPROVED AND RECORDED LOT LINE ADJUSTMENT.