



RECORDING REQUESTED BY:

Department of Regional Planning
320 West Temple Street
Room 1360, Hall of Records
Los Angeles, California 90012

WHEN RECORDED MAIL TO:

Name:

Mailing
Address:
City, State
Zip Code:

SPACE ABOVE THIS LINE FOR RECORDER'S USE

TITLE(S)

Lot Line Adjustment

RLLA

A CONVEYANCE DEED SHALL BE RECORDED FOR EACH LOT AFFECTED BY THE LOT LINE ADJUSTMENT AS REQUIRED BY SECTION 66412 OF THE CALIFORNIA SUBDIVISION MAP ACT. THE LOT LINE ADJUSTMENT DOES NOT BECOME EFFECTIVE AND WILL NOT BE REFLECTED ON ASSESSOR'S PARCEL MAPS UNTIL THE RECORDING OF THE CONVEYANCE DEEDS HAS BEEN COMPLETED.

EACH CONVEYANCE DEED MUST INCLUDE A REVISED LEGAL DESCRIPTION THAT ACCURATELY REFLECTS THE NEW LEGAL DESCRIPTIONS INCLUDED WITH THE RECORDED LOT LINE ADJUSTMENT DOCUMENT.

PROPERTY OWNERS ARE ADVISED TO NOTIFY THEIR LENDERS UPON RECORDATION OF CONVEYANCE DEEDS.



CERTIFICATE OF COMPLIANCE

FOR LOT LINE ADJUSTMENT

GENERAL INFORMATION AND FILING INSTRUCTIONS

Los Angeles County DEPARTMENT OF REGIONAL PLANNING
320 W. Temple Street, Los Angeles, CA 90012

DEFINITION:

As authorized under the provisions of Section 66412 (d) of the State Subdivision Map Act, a lot line adjustment may be approved 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 than originally existed is not thereby created.

All lot line adjustment cases receive a comprehensive review required to determine consistency with zoning and subdivision regulation.

INSTRUCTIONS FOR FILING A REQUEST FOR LOT LINE ADJUSTMENT

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. CRITERIA FOR ACCEPTANCE OF ALL FILINGS

- A. Underlying Parcels must be legal lots pursuant to any unconditional certificate of compliance or conditional certificate of compliance which conditions have been cleared, or pursuant to approval under other provisions of the State Map Act and/or County Subdivision Ordinance.
- B. No additional parcels may result from the lot line adjustment and any land taken from one parcel will be added to an adjoining parcel.
- C. Certification of Inspection stamp from County Department of Public Works, Building and Safety Division must be submitted on one copy of the Lot Line Adjustment Map, if there are existing structures.
- D. The parcels proposed to be reconfigured by the Lot Line Adjustment must comply with all applicable zoning and subdivision regulations and policies.
- E. The lot line adjustment, in and of itself must not result in the need for additional improvements and/or facilities.
- F. Existing parcels involved in the proposed lot line adjustment that are not the product of a recorded parcel map or tract map will require the filing of a Certificate of Compliance application for each said parcel, to be processed separately prior to the submittal of the lot line adjustment.

II. INSTRUCTIONS

Persons wishing to file an application for a lot line adjustment may do so at the main office of the Department of Regional Planning.

An appointment is required to file your application.

INCOMPLETE OR INADEQUATE FILINGS WILL NOT BE ACCEPTED.

Applications must be submitted at:

DEPARTMENT OF REGIONAL PLANNING **MAIN OFFICE:**

Los Angeles – 320 W. Temple St., Rm. 1360 – Phone (213) 974-6411 or (213) 974-6412
FOR APPOINTMENTS ONLY, PLEASE CALL (213) 974-6438.

A. APPLICATION PACKAGE

1. Lot Line Adjustment Map

Tentative lot line adjustment maps may be prepared by any competent person. Maps which are incomplete or unclear will not be accepted for submission. Maps should be approximately 18" X 26" whenever practical. The applicant shall submit 5 prints (on white background).

Each tentative map shall show the following information:

- a. The map should be titled in bold letters located in lower right hand corner as follows:
"TENTATIVE LOT LINE ADJUSTMENT"
"MAP NUMBER _____"
- b. North arrow, date and scale. Maps should be oriented so that NORTH is at the top.
- c. The dimensions and bearings so as to define the boundaries of the subject properties.
- d. The lot area calculations for each existing and proposed lot. Area(s) of change should show existing lot lines in red and proposed lot lines in green.
- e. A number for each lot. (no letters) i.e. "Parcel 1", "Parcel 2", etc.
- f. The names, locations, widths and improvements (within the rights-of-way) of all adjoining highways, streets, or ways.
- g. The widths and approximate alignments of all existing easements, whether public or private, for access, drainage, sewage disposal, and public utilities.
- h. The location of the nearest fire hydrant(s) located within 500 feet of the lots.
- i. Indicate topography by showing approximate contours, (10 feet contour lines) if applicable.
- j. The location of existing structures or improvements must be clearly and accurately drawn to scale with the distance to proposed lot lines indicated. Show house number and disposition, if any, of each structure. If any of the parcels to be adjusted are improved with a structure requiring a building permit, the applicant shall provide an inspection report from the Building and Safety Division of the Department of Public Works certifying that changes in lot line will not violate any ordinances or regulations administered by that department. The Department of Public Works shall collect any fees required for these services.
- k. The approximate location and direction of flow of all defined water courses, if applicable.
- l. A vicinity map.

- m. Present and/or proposed zoning.
- n. Present and/or proposed plan designations.
- o. The location of any existing sewage disposal systems or septic systems, and related pipes and leach lines serving the subject property.
- p. The location of any water wells and water systems, and related main line or lateral pipes serving the subject property.
- q. The distances between new lot lines and each element of existing sewer, septic, well or water systems as cited in o and p above.
- r. Fold maps approximately 8½” X 14” with the map number showing on front.
- s. Calculate the square footage of all parcels before and after adjustment and show on map.

2. Owners’ Statement

The applicant shall complete and submit 3 copies of the “Owner’s Statement” (i.e. Request for Lot Line Adjustment) form. Submission of this statement will satisfy the requirements of Section 21.48.050 of the County Code for written statements.

3. Give the reason for Lot Line Adjustment on the owners’ statement, along with the Zoned District, Supervisorial District, the street address or approximate location of the subject property, and the community in which the subject property is located.

4. Assessor’s Maps

Submit three (3) prints of the most recent Assessor Map Book page or pages covering the proposed lot line adjustment. On one print, highlight in red the boundaries of the existing lot(s) where change is proposed.

5. Copy of current Grant Deed or Land Contract.
Submit one copy of Grant Deed or Land Contract for each parcel.

6. Original Signature / Legal Descriptions

Submit one original Certificate of Compliance for Lot Line Adjustment form with owner’s original signature, and entire proposed legal description for each proposed lot, with a continuation sheet for the legal description if necessary, using only forms provided by Regional Planning. NOTE: The legal description for each parcel MUST CLOSE.

7. Names

All names must appear typed and signed on the Certificate of Compliance application form. If more than six names are necessary contact Regional Planning for counseling.

8. Number

Obtain Lot Line Adjustment case number from Regional Planning Land Development Coordinating Center, and add to each copy of the map at the time of submittal.

9. Photographs

Numbered photographs of the subject property and related lot line adjustment map depicting corresponding numbers and arrows, showing the location and direction of each photograph.

10. If the subject property exhibits slopes exceeding 20% , a slope map (on one copy of the Lot Line Adjustment map) must be submitted with the appropriate slope contour interval, and a calculated average slope figure must also be submitted. If the calculated average slope exceeds 20%, an Environmental Assessment application will be required pursuant to California Environmental Quality Act subsection 15305 (a).
Please call the Department's Land Division Research staff with any questions at (213) 974-6458.
11. If the Lot Line Adjustment contains more than 2 lots and the subject property exhibits any slopes of 25% or greater, a hillside management slope density map and related calculated low and high density threshold figures must be submitted on one copy of the Lot Line Adjustment map (pursuant to Section 22.56.215 of the Los Angeles County Zoning Ordinance).
Please call the Department's Land Division Research staff with any questions at (213) 974-6458
12. Submit case numbers and copies of previously approved plot plans and conditional use permits for the subject property, including approved Exhibit A's and, related findings and conditions of approval.
13. You may submit unrecorded Conveyance Deeds for this Department to review.

Any questions regarding Lot Line Adjustment applications should be directed to the staff of the Land Division Research and Enforcement section of the Department of Regional Planning, 320 West Temple Street, Los Angeles, CA 90012;
Phone (213) 974-6458.

The County of Los Angeles, in accepting your application, is not guaranteeing that your application will be approved. Any fees collected are not refundable.

REQUEST FOR LOT LINE ADJUSTMENT
LOS ANGELES COUNTY, DEPARTMENT OF REGIONAL PLANNING
320 West Temple Street, Room 1360, Los Angeles, CA 90012
(213) 974-6411

OWNER

APPLICANT

AGENT

Name: _____
Address: _____
City/Zip: _____
Phone: _____

NOTE: When review is completed, copies are sent to the appropriate Building and Safety office and to the applicant for his file. Please indicate who is to receive applicant's copy:

Owner Applicant Agent Mail Call when ready.

Address of subject property: _____

located generally _____

Total net area _____, in community _____ Zoned Dist. _____ Supv. Dist. _____

CONSENT: I consent to the submission of this application:

Signed _____ Date _____
(All record owners)

Reason for Lot Line Adjustment request:

CERTIFICATION: I hereby certify under penalty of perjury that the information herein provided is correct to the best of my knowledge.

Signed _____ Date _____
(Applicant or Agent)

(FOR STAFF USE ONLY)

By _____
(Planner/Cashier)

Zoning General Plan Local HNM

Application items (check off):

Lot Line Adjustment Map (5) Owner's Statement (3) Assessor Map (3)
Land Contract or Grant Deed (1) Certificate of Compliance, original, plus any continuation sheet (1)
Descriptions of parcels after adjustment property noted on C of C form All names typed and signed on the C of C
C of C number (note here) Bldg & Safety Certificate of Inspection Photographs

**LOS ANGELES COUNTY
DEPARTMENT OF REGIONAL PLANNING**

CERTIFICATION OF LOBBYIST REQUIREMENTS
(Ordinance No. 93-0031)

Ordinance No. 93-0031, Los Angeles County Lobbyist Ordinance, effective May 7, 1993 requires certification that each person who applies for a County permit is familiar with the requirements of Ordinance No. 93-0031 (Lobbyist Ordinance) and that all persons acting on behalf of the applicant have complied and will continue to comply with the requirements of said Ordinance through the application process.

I hereby certify that I am familiar with the requirements of Ordinance No. 93-0031. I further understand that the making of such a certification, and compliance with this ordinance, shall be conditions precedent to the granting of the requested permit, license, contract or franchise.

Applicant

Date

PERMIT NO(S):

PLEASE SEE OTHER SIDE FOR INFORMATION ABOUT THE ORDINANCE

Attachment I

INFORMATION

LOS ANGELES COUNTY LOBBYIST ORDINANCE

The intent of the Los Angeles County Lobbyist Ordinance is to make lobbying more open and visible to the general public. In this way the public can be better informed of activities designed to influence official action.

County lobbyists are defined in the ordinance as "...any individual who is employed, contracts or otherwise receives compensation, other than reimbursement for reasonable travel expenses, to communicate directly, or through agents, employees or subcontractors, with any county official for the purpose of influencing official action, if a substantial or regular portion of the activities for which he or she receives such compensation is for the purpose of influencing official action". Lobbyists are required to register, pay a registration fee and disclose their lobbying activities on designated forms with the Executive Office of the Board of Supervisors (address below).

The ordinance also requires anyone who applies for a County permit to sign a certification. This is to state that they are aware of the lobbyist ordinance and if they are represented by a lobbyist, that the lobbyist is complying with the ordinance. To implement the provisions of this ordinance and to make compliance simpler for those who are not lobbyists, the Department of Regional Planning has prepared the certification form on the other side of this sheet.

If you would like to obtain a copy of the ordinance you may contact:

Executive Office of the Board of Supervisors
County of Los Angeles
Kenneth Hahn, Hall of Administration
500 W. Temple Street, Room 383
Los Angeles, CA 90012
(213) 974-1093

The Department of Regional Planning has copies of the ordinance available for review at their offices located at:

320 West Temple Street, Room 1360
Los Angeles, CA 90012
Between the hours of 7:30 a.m. and 6:00 p.m.
Monday through Thursday
Their offices are closed on Fridays



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CERTIFICATE OF COMPLIANCE

REQUEST FOR CERTIFICATE OF COMPLIANCE FOR LOT LINE ADJUSTMENT

CERTIFICATE OF COMPLIANCE NO. _____

I/We the undersigned owner(s) of record in the following described property within the unincorporated territory of the County of Los Angeles, hereby REQUEST to adjust existing property lines of the following described parcels:

Signature

Name(typed or printed)

Date

LEGAL DESCRIPTION OF NEW PARCELS
(TYPED)

OWNER(S):

CERTIFICATE OF COMPLIANCE

CONTINUATION

CERTIFICATE OF COMPLIANCE NO. RLLA



NOTE:

THIS CERTIFICATE OF COMPLIANCE DOES NOT CONSTITUTE A BUILDING PERMIT. Prior to authorization to build on this property, the applicant will be required to conform to the County Building regulations. Such regulations include, but are not limited to, programs for road and/or drainage right-of-way dedication, appropriate sanitary sewage disposal, water supply for domestic use and fire suppression, and adequate fire apparatus access.

CERTIFICATE OF COMPLIANCE

Pursuant to the provisions of the Subdivision Map Act (Sec. 66410 et. Seq., Government Code, State of California) and the County Subdivision & Zoning Ordinances (Title 21 & Title 22 of the Los Angeles County Code) I hereby certify that I have reviewed the above-described Lot Line Adjustment and have found it to be in conformance with all requirements of the Subdivision Map Act and of the County Subdivision & Zoning Ordinance.

DEPARTMENT OF REGIONAL PLANNING

By: _____

Title: Administrator, Current Planning Division

Date _____



DEPARTMENT OF REGIONAL PLANNING
County of Los Angeles
Amy J. Bodek, AICP
Director