



*Steve Weiss, AICP*  
*Planning Director*

# RIVERSIDE COUNTY

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# PLANNING DEPARTMENT

## FILING INSTRUCTIONS FOR LOT LINE ADJUSTMENT APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Lot Line Adjustment application. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

### THE LOT LINE ADJUSTMENT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. A completed and signed application form; with attachments, if necessary.
2. A current recorded deed of each property involved. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
3. A Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application.
4. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
5. A completed and signed original (signatures must be notarized) of the "NOTICE OF LOT LINE ADJUSTMENT" form.
6. A completed and signed Exhibit "A" - Legal Description.
7. A completed and signed Exhibit "B" – Map.
8. A completed and signed Exhibit "C" – Site Plan.
9. A minimum of three (3) ground-level panoramic color photographs clearly showing the whole project site. Include a locational map identifying the position from which the photos were taken and the approximate area of coverage of each photograph.
10. A completed and signed [Land Use and Permit Application Processing Agreement](#).
11. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
12. Initial payment of deposit-based fees for a Lot Line Adjustment application.

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For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Ombudsman staff. Click on the following link <http://rctlma.org/Departments/Administrative-Services/Ombudsman> for more information.

### **A LOT LINE ADJUSTMENT APPLICATION FORM**

1. Type or print legibly the applicant's name, e-mail address, mailing address, phone number, and fax number.
2. Determine which property will be designated as Property "A," Property "B," Property "C," and Property "D." If the application involves fewer than four (4) properties, cross out the references to Property "C" and/or Property "D," as applicable.
3. Type or print legibly the property owner's name, e-mail address, mailing address, phone number, and fax number for each property involved in the appropriate section.
4. List the assessor's parcel number(s) and street address (if applicable) for each property involved.
5. Provide a detailed description of the lot line adjustment being requested. If additional space is necessary, use additional sheet(s) of paper.
6. Provide a detailed explanation of the reason for the request. If additional space is necessary, use additional sheet(s) of paper.
7. Provide the printed name and original (wet-signed) signature of the applicant.
8. Provide original (wet-signed) signatures from all property owners included as part of this application. Additional signatures may be attached as indicated above. Written permission from the property owner(s) may be submitted indicating that an authorized agent may sign on the owner's behalf. (Photocopies of signatures are UNACCEPTABLE.)
  - a. Submit a current grant deed for each parcel.
  - b. Submit a Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application

### **B NOTICE OF LOT LINE ADJUSTMENT FORM**

1. The NOTICE OF LOT LINE ADJUSTMENT form must be completed, signed, and notarized. Because this form will be one of the documents to be recorded, this form must be typed (excluding signatures). No hand written or photo copied versions will be accepted.
2. Under the Record Owners column, the record owners of all properties involved must be typed in the Record Owners section of the form. Depending on the number of property owners and/or the number of Assessor's Parcel Numbers (APN) involved, it may be necessary to use multiple copies of the NOTICE OF LOT LINE ADJUSTMENT forms to obtain all of the necessary record owners and/or notarized signatures.
3. Under the Existing Parcels column, the APN(s) for each property shall be provided in the following format: "XXX-XXX-XXX" (*first 3 digits {assessor's book number}, a hyphen, the middle 3 digits {assessor's page & block number, another hyphen, and the last 3 digits {assessor's*

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*parcel number}*). The Assessor's check digit *{the 10th digit as shown on a County tax bill for the subject property}* is not needed.

4. Under the Signature(s) of Recorded Owner section print the name of each recorded owner. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, the name of the entity and the person signing on behalf of said entity is to be printed (e.g. ABC Development, Inc., John Doe, President). That individual is to then sign on the signature line. **All signatures of record owners must be notarized.**
5. DO NOT place any text, comments, or marks within those portions of the form designated for County use.

### **C LEGAL DESCRIPTION (EXHIBIT "A")**

1. The Legal Description Exhibit must be prepared and stamped by a licensed land surveyor or qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower).
2. The legal description for each adjusted property ("A," "B," "C," or "D," as applicable) shall be clearly identified and written, and shall include an acreage (or square footage) calculation for each property.
3. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower) who prepared the exhibit.
4. The date the exhibit was prepared.
5. If necessary, this exhibit may contain multiple pages, but if so, each page shall contain a reference indicating the applicable page number and the total number of pages (e.g. Page 1 of 3).

### **D MAP EXHIBIT (EXHIBIT "B")**

1. The Exhibit "B" - Map must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower), and drawn to an acceptable engineers scale.
2. The Map must contain the following information:
  - a. The assessor's parcel numbers for all involved properties.
  - b. A north arrow (top of map north).
  - c. Scale (number of feet per inch).
  - d. Reference the applicable Section, Township, and Range.
  - e. Lot and record map information by separate instrument number or map.
  - f. The existing lot configuration for all properties involved showing bearings and distances for all property lines, and any existing easements.

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- g. The existing lot line(s) that is/are to be adjusted shall be shown as a dashed line and identified as "Old Lot Line," and the proposed lot line(s) shall be shown as a heavy solid line and identified as "New Lot Line."
- h. The **proposed** new lot line(s) shall include bearing(s) and distance(s).
- i. The proposed lot line adjustment must be designed in such a manner that the proposed lot line(s) will not laterally intersect a graded manufactured slope, and will not allow drainage from the tributary area above a manufactured slope to sheet flow over the slope face. A note shall be placed on the Map indicating "The proposed lot line will not laterally intersect a graded manufactured slope." and "No drainage from the tributary area above a manufactured slope will sheet flow over the slope face."
- j. An original stamp and wet-signed signature of the licensed land surveyor or qualified registered civil engineer's who prepared the Map.
- k. The date the Map was prepared.

### **E SITE PLAN EXHIBIT (EXHIBIT "C")**

1. Because 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 the adopted county ordinances. This information may be submitted on the attached form labeled EXHIBIT "C" - SITE PLAN. The Site Plan exhibit must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower). The following information must be included on the Site Plan:
  - a. The assessor's parcel numbers for all involved properties.
  - b. North arrow (top of map north)
  - c. Scale (number of feet per inch)
  - d. Reference the applicable Section, Township, and Range.
  - e. The overall dimensions of the property and location of adjoining lot lines showing bearings and distance.
  - f. The existing lot line(s) that is/are to be adjusted shall be shown as a dashed line and identified as "Old Lot Line," and the proposed lot line(s) shall be shown as a heavy solid line and identified as "New Lot Line." All lot lines shall include bearings and distances.
  - g. Location and names of adjoining streets. Accurately locate street centerline, and show any existing improvements such as curbs and curb cuts, gutters, and driveways.
  - h. All existing buildings, structures, easements, and septic systems shall be shown with dimensions and setbacks from the existing and proposed property lines and other buildings and/or structures. Identify the function/use of all buildings and/or structures.
  - i. Location, dimensions, arrangement, and numbering of any parking spaces or existing and/or proposed parking and loading facilities.
  - j. Location and type of existing fencing, gates, walls.

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- k. Location of any existing or proposed manufactured slopes.
- l. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer's who prepared the exhibit.
- m. The date the exhibit was prepared.

### **NOTES:**

A Lot Line Adjustment application may only be approved provided the following findings can be made:

1. The Lot Line Adjustment is limited to four or fewer existing adjoining legal parcels.
2. No new parcels are created, and no existing parcels are deleted.
3. No parcels involved are reduced below the development standards currently applied by the Riverside County Land Use Ordinance No. 348 and the Riverside County General Plan.
4. The proposed adjustment is exempt from the Subdivision Map Act and no tentative map, final map or parcel map, shall be required as a condition to the approval of a lot line adjustment.
5. Public rights-of-way are not altered in any way unless approved the Director of Transportation.

In order to process a Lot Line Adjustment (LLA) application, it is required that the properties involved be separate legal properties. Therefore, it may be necessary to process one or more Certificate of Land Division Compliance (COC) applications concurrently with the LLA application to determine compliance with the State Subdivision Map Act. If any of the properties involved were not created in accordance with the Map Act, and no COC has been previously recorded for the subject property(ies), a COC application will be required to be filed, processed, and approved for each applicable property, prior to completion of the LLA application.

Please be aware that a Lot Line Adjustment will not affect any existing easements, and in order to adjust the boundaries of more than four parcels, a landowner will have to process a new subdivision map.

Y:\Current Planning\LMS Replacement\Condensed P.D. Application Forms\295-1021 LLA Application - Filing Instructions Handout.docx  
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