



City of San Clemente Planning Division

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LOT LINE ADJUSTMENT FILING INSTRUCTIONS

Purpose

State law authorizes local governmental agencies to regulate and control Lot Line Adjustments between two or more existing adjacent parcels, provided that the land taken from one parcel is added to an adjacent parcel and a greater number of parcels than originally existed does not result. The City's review process for Lot Line Adjustment applications is designed to ensure that resulting parcels are in conformance with the City Subdivision Ordinance, Zoning Ordinance and the State Subdivision Map Act.

Review Process

Step 1 - Applicant Consideration of Project

Early in the consideration of a Lot Line Adjustment, the applicant should determine what the General Plan and Zoning Ordinance outline for the site under consideration. It is important that the proposed project be consistent with the City's General Plan and Zoning Ordinance. Planning staff may be consulted for opinions on compatibility and compliance with City standards.

Step 2 - Filing of Application

The applicant should submit the completed application, filing fee, and other required information to the Planning Division of the Community Development Department. It is important to submit a complete application, as incomplete applications cause delay in the processing of the project.

Step 3 - Assignment of a Project Planner

Once an application has been submitted to the City, the City Planner assigns a project planner to process the application. The project planner is the project manager for the application. Whenever you have questions as to where your application is in the process or what steps need to be taken, please contact the project planner.

Step 4 - Determination of an Application's Completeness

The project planner's first task will be to review the application to make sure all the required information is provided. The applicant will be notified within 30 days after filing as to whether the application is complete or what additional information is required. If the application is incomplete, all processing will stop until the application is made complete by the applicant.

Step 8 - Staff Review

Once the application has been deemed complete, the project will be reviewed by the Planning and Engineering Divisions for compliance with the City Subdivision Ordinance, Zoning Ordinance and the State Subdivision Map Act.

Recordation of the Lot Line Adjustment

When the application has been approved the project planner will notify the applicant that the approved Lot Line Adjustment is ready for recordation. A grant deed, in conformance with the Lot Line Adjustment, shall be recorded simultaneously with the Lot Line Adjustment documents. A title company shall process the Lot Line Adjustment recordation. In order for the City to release the original documents to the title company, a letter acknowledging receipt of the documents must be submitted to City staff. Once recorded, a conformed copy of the Lot Line Adjustment documents should be provided to the City by the applicant or their designee.

Appeal of Staff Action

City staff actions may be appealed to the Planning Commission by filing an appeal notice with the City Clerk or the Planning Division within the time limits specified within the City's Zoning Ordinance. After the filing of an appeal, a public hearing will be scheduled for the Planning Commission.

Initial Submittal

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 are advisable and in some cases may be essential. The legal owners of the parcels involved will be responsible for the accuracy of all information submitted as part of this application.

Application for Lot Line Adjustment (2 Sets) (see page 4 of this application)

This form must be filled out completely. The record owners of all parcels involved must sign the application form. If the record owner is a corporation the signing officer's name and title must appear below the signature. If two or more property owners are involved the owner(s) of property which results in a decrease in area must submit a letter from the mortgage company stating that they have knowledge of and consent to the proposal.

Exhibit "A" - Legal Descriptions (2 Sets) (see page 5 of this application)

Complete this form with the names of the current record owners, assessor parcel numbers and legal descriptions of the proposed parcels. If the legal description is prepared by a licensed land surveyor or registered civil engineer, he or she must sign each page along with his or her license or registration number per the Land Surveyor's Act 8761. Please type this form as it will be one of the recorded documents.

Exhibit "B" – Map (2 Sets) (see page 6 of this application)

The Lot Line Adjustment map must be drawn in black ink on an 8 1/2" x 11" form. The map must be clear, readable and provide the following information:

1. Map scale and north arrow
2. The location of the project site and 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).

3. The existing and proposed lot layout. Show bearings and distances for all parcel lines. 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 dashed lines for existing lot lines to be adjusted.
4. 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.
5. If the map is prepared by a licensed land surveyor or registered civil engineer, he or she must sign each page along with his or her license or registration number per the Land Surveyor's Act 8761.

Exhibit "C" - Site Plan (2 Sets) (see page 7 of this application)

As only certain information can be shown 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. The following information must be included on the site plan:

1. The location and width of all existing or proposed easements or right-of-ways, 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.
2. 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.

Preliminary Title Report

Include a copy of the preliminary title report for the project as part of the initial submittal.

Project Narrative (letter)

On a separate sheet of paper, please provide a detailed explanation of the proposed project. Include the existing zoning for the site, the purpose for the request, and other details relevant to the City's review of the proposed project not included elsewhere in the application.

Additional Submittal Requirements

During the review process, the following additional items may be required:

1. Visual analysis
2. Topographical survey
3. Other information deemed necessary by staff to adequately review the project

When recorded mail to:
City of San Clemente
City Planner
910 Calle Negocio
San Clemente CA 92672
APPLICATION FOR
LOT LINE ADJUSTMENT LLA _____

Record Owners:

Parcel 1	Parcel 2
Name: _____	_____
Address: _____	_____
Daytime Phone: _____	_____
Parcel 3	Parcel 4
Name: _____	_____
Address: _____	_____
Daytime Phone: _____	_____

(I/We) hereby certify that 1) (I am/we are) the record owner(s) of all parcels proposed for adjustment by this application, 2) (I/We) have knowledge of a 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(s) of Parcel 1	_____ Signature(s) of owner(s) of Parcel 2
_____ Signature(s) of owner(s) of Parcel 3	_____ Signature(s) of owner(s) of Parcel 4

CONTACT PERSON: _____
ADDRESS: _____
DAYTIME PHONE: _____

THIS DOCUMENT CONSISTING OF _____ PAGES, WAS PREPARED BY ME OR UNDER MY DIRECTION

L.S. _____
MY REGISTRATION EXPIRES _____

EXAMINED AND APPROVED AS TO CONTENT BY TOM BONIGUT, CITY ENGINEER.
SIGNATURE: _____

DATE FILED: _____ ZONING: _____

COMMUNITY DEV. DEPT. ACTION _____

EXHIBIT A
LOT LINE ADJUSTMENT NO. LL –
(LEGAL DESCRIPTIONS)

<u>OWNERS</u>	<u>EXISTING PARCELS</u> AP NUMBER	PROPOSED PARCELS REFERENCE NUMBER

EXHIBIT B
LOT LINE ADJUSTMENT NO. LL –
(MAP)

<u>OWNERS</u>	<u>EXISTING PARCELS</u> AP NUMBER	PROPOSED PARCELS REFERENCE NUMBER

EXHIBIT C
LOT LINE ADJUSTMENT NO. LL –
(SITE PLAN)

<u>OWNERS</u>	<u>EXISTING PARCELS</u> AP NUMBER	PROPOSED PARCELS REFERENCE NUMBER

PROJECT DESCRIPTION

(TO BE COMPLETED BY APPLICANT)

Name of Proposed Project _____
Location of Project _____
Lot(s) _____ Block _____ Tract _____
Assessor's Parcel Number(s) _____
General Plan Designation _____ Zoning Designation _____

APPLICANT:

Name _____
Street/city/state/zip _____
Phone Number _____ Cell Number _____
FAX number _____
Email address _____

OWNER:

Name _____
Street/city/state/zip _____
Phone Number _____ Cell Number _____
FAX number _____
Email address _____

ARCHITECT:

Name _____
Street/city/state/zip _____
Phone Number _____ Cell Number _____
FAX number _____
Email address _____

ENGINEER:

Name _____
Street/city/state/zip _____
Phone Number _____ Cell Number _____
FAX number _____
Email address _____

PRIMARY CONTACT FOR APPLICANT

Name _____
Phone Number _____ Cell Number _____
FAX number _____
Email address _____