



Lot Line Adjustment, Lot Consolidation, or Lot Merger/Unmerger Application Submittal Requirements

It is recommended that the applicant meet with the Community Development Department to discuss the feasibility of the request, the history of similar proposals, the intent of City policy, possible environmental concerns and required data and procedures to be followed through the process.

An application shall be accompanied by the following digital copy in PDF format.:

A. ___ Completed application packet, including:

- ☐ A completed application.
- ☐ Required processing fee.

B. ___ Lot Line Adjustment, Lot Consolidation, or Lot Merger/Unmerger Map. Digital copy of the plan shall include the following:

- ☐ Stamped by a Licensed Land Surveyor or Registered Civil Engineer;
- ☐ Contact name, address and phone number of preparer;
- ☐ Names, addresses and phone numbers of record owner(s) of each parcel;
- ☐ Dimensioned property lines for the project parcels as "existing";
- ☐ Dimensioned property lines for the project parcels as "proposed";
- ☐ North arrow, scale, legend and date;
- ☐ For each of the project parcels, include both existing and proposed: Assessors Parcel
- ☐ Number, lot size, lot frontage, lot width, building setbacks, and building lot coverage; and
- ☐ Show all existing structures, site improvements, vehicular access and parking, street right-of-way, on-site easements, utilities and infrastructure on parcel.

C. ___ Legal Description of Parcels. The legal descriptions must be prepared, signed, and "wet stamped" by a Civil Engineer or a Licensed Land Surveyor in the format listed below:

- ☐ "Existing" description must be labeled and referred to as Exhibit "A"
- ☐ "Proposed" description must be labeled and referred to as Exhibit "B"

D. ___ One (1) digital set of traverse and closure calculations



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- E. ____ **Proof of Legal Parcel.** In order to prove the legal status, you must submit one of the following for each parcel involved in the lot line adjustment:
- ☐ A Grant Deed recorded prior to 1966
 - ☐ A Lot from a recorded Subdivision, recorded after 1893
 - ☐ A Lot created from a recorded Parcel Map
 - ☐ A Recorded Certificate of Compliance
- F. ____ **Vicinity Map**
- G. ____ **Current preliminary title report for each property involved (within 30 days from date of submittal).**

NOTE: Please provide all of the application materials in .pdf format and submit digitally via email to vincevelasco@santafesprings.gov. File(s) larger than 20 MB must be submitted via email with a downloadable link. EACH LETTERED ITEM SHALL BE A SEPARATE .PDF FILE.

If you have questions regarding these submittal requirements, you can contact the Community Development Department at (562) 868-0511 x7550, or visit the Community Development Department at City Hall, 11710 Telegraph Road, CA 90670.



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AREA:

What is the total area of the land to be divided? _____

Number of lots proposed? _____

USE:

Proposed use of the lots: _____

GRADING:

Is any grading of lots contemplated? _____ (If yes, show details on the tentative map)

WATER:

What provisions are being made to provide an adequate water system? _____

SEWERS:

What provisions are being made to provide an adequate sewer system? _____

GAS and ELECTRICITY:

Are the appropriate utility companies being contacted to ensure service to the subject property?

STREETS:

Will each resulting parcel or lot front on a dedicated and improved street? _____

Have you discussed street improvement requirements with the Department of Public Works?

DEED

State nature of deed restriction, existing and proposed: _____

RESTRICTIONS:



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Record Owner of the property

Name: _____ Phone No: _____

Mailing Address: _____

Date of Last Purchase: _____ Fax No: _____

E-mail: _____

Is this application being filed by the Record Owner? (If filed by anyone other than the Record Owner, written authorization signed by the Owner must be attached to the application.)

Engineer or Licensed Surveyor

Name: _____ Phone No: _____

Mailing Address: _____

Fax No: _____ E-mail: _____

Representative authorized by the Record Owner to file this application

Name: _____ Phone No: _____

Mailing Address: _____

Fax No: _____ E-mail: _____

Relationship to owner:

☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐ ENGINEER ☐ OTHER _____

NOTE

To be considered a formal submittal, this application must be accompanied by the filing fee, plans, and other data specified in the "Application Submittal Requirements" section.



Property Owners Statement

We, the undersigned, state that we are the owners of all of the property involved in this petition (Attach a supplemental sheet if necessary):

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

Name (please print): _____
Mailing Address: _____
Phone No: _____ Fax No: _____
E-mail: _____
Signature: _____

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.

I, _____, being duly sworn, depose and say that I am the petitioner in this application for a Lot Line Adjustment, and I hereby certify under penalty of law that the foregoing statements and all statements, maps, plans, drawings and other data made a part of this application are in all respects true and correct to the best of my knowledge and belief.

Signed: _____

(If signed by other than the Record Owner, written authorization must be attached to this application)

(seal)

On _____ before me, _____,
Personally appeared _____
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

Notary Public



Lot Line Adjustment, Lot Consolidation, or
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Application Submittal Checklist

FOR DEPARTMENT USE ONLY

CASE NO.: _____ DATE FILLED: _____
FILING FEE: _____ RECEIPT NO.: _____
APPLICATION COMPLETE? _____

Application Submittal Checklist

- | | |
|--|---|
| ☐ Digital site and floor plans | ☐ Digital copy of a Property Ownership Map (500' radius) *including mailing labels |
| ☐ Justification Statement | ☐ Notarized Certified Property Owner's List Affidavit |
| ☐ Notarized Property Owners Statement | ☐ Conditional Use Permit Fee |
| | ☐ Public Hearing Fee |