



WHAT IS A LOT LINE ADJUSTMENT?

A Lot Line Adjustment is a process by which parcel lines separating two to four contiguous parcels is modified. This may result in the merger of parcels or the transfer of land among parcels. A lot line adjustment must meet the following requirements:

1. The number of lots/parcels in the project site does not exceed four and consist of legal lots or parcels per the Subdivision Map Act and is shown on the latest equalized county assessment roll as a contiguous unit.
2. Any land taken from one parcel will be added to an adjoining parcel and no additional parcels will result from the lot line adjustment.
3. The lot line adjustment complies with the requirements of the California Environmental Quality Act.
4. The proposed lot(s) is/are consistent with the General Plan, Specific Plan, and any other applicable plan.
5. The proposed parcels created by the lot line adjustment shall comply with all applicable zoning and subdivision requirements and there will be no change in the land use or density of the property.
6. The lot line adjustment in of itself will not result in the need for additional improvements and or facilities.
7. No dedication of public improvements are required.
8. There is sufficient boundary information of record that makes the existing boundary line of all parcels being adjusted readily retraceable or established.

SUGGESTIONS FOR APPLICANTS

1. **Assistance from licensed surveyor** - It is advised that property owners or applicants that are not familiar with the Subdivision Map Act, local subdivision ordinances, and land surveying practices obtain professional assistance in preparing and gathering documents for the application packet.
2. **Review Preliminary Title Report for any lien holders or holders of interest** – any properties that are affected by a lot line adjustment and that have a lien, deed of trust, or other third-party interest would need to submit documentation that the lien holders or trustees consent to the lot line adjustment.

- 3. Verify requirements on obtaining a tax clearance certificate** – Prior to recording the certificate of compliance for the lot line adjustment, the County Clerk Recorder will require the property owner to obtain a Tax Clearance Certificate from the County Tax Collector for all the affected properties. Verify with the County Tax Collector if any tax payments would be required prior to the issuance of a tax clearance certificate.

Should you have any questions regarding the preparation of the documents or would like to be provided with editable versions of exhibits, please call the Planning Division at (760) 337-4545.

LOT LINE ADJUSTMENT PROCEDURE

1. Applicants should meet with a member of the Planning Division to determine whether the proposed development complies with all applicable State and City requirements. The applicant should determine zoning, proposed uses, setback and minimum lot size requirements, vehicular access routes and lot coverage for the site.
2. Applicant shall prepare the applicable forms and exhibits required for submittal and attach all required items. Please note that an incomplete application will not be accepted. The legal owner(s) of the parcel(s) involved will be responsible for the accuracy of all information submitted in connection with this application.
3. Once a completed application has been filed and fees paid, the application, supporting documents, and exhibits are reviewed for technical accuracy. A copy of all documents will be distributed to the Community Development Department and the Engineering Division for their review and comments. All comments/corrections, if any, will be forwarded to the Engineer/Surveyor of Record. The city may employ the services of a consultant surveyor to assist in the review of the documents. Final submittal of corrected and approved documents shall have applicable wet signatures and Notary certifications attached.
4. Planning Division staff will provide to the applicant templates for any grant deeds that may be required to be recorded. It is the responsibility of the applicant to review and complete the grant deed documents for accuracy. Grant deeds are required to be recorded with the Certificate of Compliance for the Lot Line Adjustment. These grant deeds are to memorialize new parcels that are modified as a result of the Lot Line Adjustment. When a lot line adjustment affects two parcels owned by different property owners, grant deeds to memorialize the transfer of the portions of property are also required. Additional wet-sign and stamp originals of Legal Descriptions will be required to be recorded with the grant deeds.
5. Planning Division staff will notify the applicant if any additional documents including an Owner's Certificate may be required if any third parties have an ownership interested in the property. Grant deeds and Owner's Certificates must be properly notarized. The applicant is also responsible to contact the County of Imperial regarding a tax clearance certificate for the affected properties. Documents will not be recorded without a tax clearance certificate.

6. The Community Development Director will sign the Certificate of Compliance after all the required documents have been submitted to the Planning Division. Planning Division staff will schedule the recordation of the documents with the applicant at the Imperial County Clerk-Recorder's Office.

REQUIRED APPLICATION SUBMITTAL DOCUMENTS

State law requires that lot line adjustments be prepared by a land surveyor licensed in the State of California or a civil engineer licensed prior to 1/1/1982. It is advised that property owners or applicants that are not familiar with the Subdivision Map Act, local subdivision ordinances, and land surveying practices obtain professional assistance in preparing and gathering documents for the application packet.

Uniform Planning Application

Submit a completed Uniform Planning Application. The application must be completed and submitted with the signature of the authorized property owner. For applications with more than one property attach additional sheets.

Lot Line Adjustment/Lot Merger Supplemental Form

Review and complete the Lot Line Adjustment/Lot Merger Form. This form provides a checklist of the required documents to be submitted as part of your Lot Line Adjustment/Lot Merger application. Also provide the name and contact information of the Engineer or Surveyor that is preparing the documents.

Exhibit "A" - Legal Description

Legal descriptions of all NEW ADJUSTED PARCEL(S) being certified shall be attached as Exhibit "A". The legal description must be signed and sealed by a licensed surveyor/engineer, licensed in the State of California. The legal description should be written clockwise and labeled new. The following statement should be shown on the body of the legal description:

"Being Parcel __ of that certain Lot Line Adjustment and Certificate of Compliance No. LLA __ - __ in the City of El Centro, more particularly described as follows;"

Exhibit "B" - Plat Map

The map must be drawn in black ink on 8 ½" x 11" paper. The map must be clear and readable. The following minimum information must be provided on the map (additional information may be required on a case by case basis):

- Map scale, north arrow, line type legend, vicinity map, index map for large parcels.

- The location of the project site in relation to the existing streets, adjoining lots, alleys, water bodies and distance from the nearest cross street. Right-of-Way widths and street names.
- The existing and proposed lot layout. Labeling on each boundary line with the reference that established that line. Sufficient dimensions and record boundaries so as to define and establish the boundary of the subject property. Use heavy solid lines to depict proposed boundaries, light solid line for existing lot lines to remain, light dashed lines for existing lot lines to be removed and smaller dashed lines for easements.
- The adjusted parcel shall be lettered or numbered consecutively in a manner that there will be no confusion with the original lots or parcel numbers (show in a darker, bolder text).
- Existing lot numbers, referenced to the recorded documents that established the existing lots of the project site, adjoining lots and existing easements.
- Gross area before and after adjustment to the nearest one tenth of an acre. Show the net area when there are easements that restrict the surface use of the property, such as vehicular access easements (Net area is gross area minus easement area).
- Signature and seal of the surveyor and the date that plan was prepared.
- APN (Assessor's Parcel Number) for each lot.
- Lot Line Adjustment Number (LLA number assigned by the City), sheet number and title block with owner and engineer block filled out.
- The following statement shall be added if applicable:
"Monuments will be set within 90 days along the adjusted lot corners, and a Record of Survey or Corner Record will be filled out if required by Section 8762 of Business and Professional Code. Gov't Code §66412(d); Ops. Cal. Atty. Gen. 231(1994)."

Exhibit "A" and Exhibit "B" for Lot Line Adjustments involving more than one property owner

- When the lot line adjustment affects properties owned by more than one property owner, the applicant would need to be prepare an additional set of legal descriptions and plat maps. These will identify only the portions that would be transferred in ownership and used to record a separate grant deed.

Site Plan

This map is for reference only and will not be recorded. The intent of the map is to show the existing condition of the site. Additional information may be necessary to verify compliance with City development requirements. This information should be submitted on a map labeled "Site Map" on a 8.5" x 11" sheet. If the site is very large, the site map may be submitted on a 24" x 36" sheet.

The map will include, but will not be limited to, the following:

- The location and width of all easements or right-of-ways (private or public). Indicated the parties having vested interest in the easement.
- The location and dimension of any above or underground structures or utilities (walls, retaining walls, buildings, garages, fences, drives, sewer laterals, water laterals, light polls, septic tanks, leach fields, pools, etc.). Dimension distance from existing structures to the nearest lot line. Show footprint of nearest building on the adjoining lots affected by lot line adjustment. If no structures on the lot, please label "Vacant".
- Existing contour/topography with no more than 10-foot intervals. The location of areas subject to flood or inundation by one-hundred year flood and floodways.
- Required set-back lines.
- A statement of the existing zoning and the proposed use of created lots.
- Location of existing access to the public right-of-way. Disclose or indicate any right-of-way access relinquishment.

Preliminary Title Report

- A preliminary title report (not more than 90 days old) for all parcels must be submitted. An updated title report or letter from the title company stating no changes on the preliminary title report must also be submitted 90 days prior to recording the certificate of compliance.

Traverse Calculations

- Provide Traverse calculations for all lots being certified.

Current Grant Deeds

- Provide a copy of the current grant deed(s) of the properties. This would be used to verify ownership and the current legal description.

Reference Documents, Reference Maps

- Parcel maps, subdivision maps, easements, records of survey or any other document that will be necessary to establish boundary lines and review the re-tracing. Submit a working copy of the record of survey or corner record if applicable (See section 8762(d) of the Business and Professions Code). A copy of all vesting deeds must also be submitted.

Vesting Deeds/Lot Creation History

- During review of the application, staff will notify if you will need to provide chain of title and information as to how this lot was originally created and who owned it at the time of creation. Copy of vesting deed(s) must be submitted for each lot when it was first created and when the present owner acquired title for each parcel being adjusted in the Certificate of Compliance.

ADDITIONAL DOCUMENTATION REQUIRED FOR RECORDATION

Additional documents will be required after approval of the Exhibit A Legal Description and Exhibit B Plot Map and prior to the recordation of the Certificate of Compliance.

Certificate of Compliance

Certificate of Compliance (COC) is prepared by the Planning Division in a standard form as set forth by the City (Refer to **Attachment A**). The owner's name(s) and title have to appear exactly as it is shown on the recorded deed. After the approval of the LLA and before recordation, the record owner(s), including Trustee(s) of Trust(s), etc. of all parcels involved must execute their signature before a Notary Public and attach California All-Purpose Acknowledgement form. The Certificate of Compliance will be signed by the Director of Community Development. Accompanying the Certificate of Compliance are the wet signed/stamped copies of the Exhibit "A" and Exhibit "B".

Grant Deeds

At minimum, one new grant deed shall be recorded for each adjusted parcel. This is to properly describe the new boundaries and ownership of the parcel and will replace the former grant deed documents.

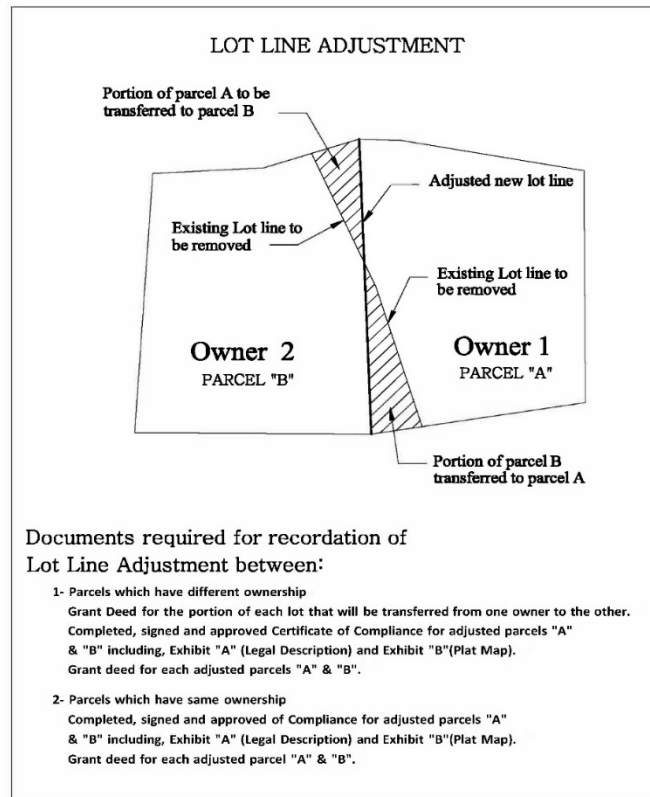
Grant Deeds for Adjusted Parcels

Provide an individual grant deed for each adjusted lot. Use a standard grant deed format (refer to **Attachment B**). This deed will reflect the legal description for the new parcel boundaries. The name(s) of Grantor(s) and Grantee(s) will be the same. The parcels owned by the same person may be included in one grant deed. The following statement should be shown in the body of the grant deed:

"This grant deed is being recorded pursuant to California Government Code 66412 (d) and is intended to memorialize, the legal description for Parcel ____ pursuant to Lot Line Adjustment and Certificate of Compliance No. LLA__-__ approved by City of El Centro"

Grant Deed for Transferred Portions of Land

Where the ownership is not the same for all parcels being adjusted, individual grant deed(s) shall be prepared and submitted for each part(s) of land that will be transferred between lots from one owner to another. Please refer to the illustration on page 8 for reference. Please refer to **Attachment C** for a sample deed. Deed(s) will be recorded



concurrently with the certificate of compliance. The following statement should be shown in the body of the grant deed:

This deed is recorded pursuant to California Government Code Section 66412 (d) and is not intended to create a separate parcel, but rather to be merged with the Grantee's contiguous property to create a single legal parcel within the meaning of California Civil Code Section 1093 all as a result of that certain Lot Line Adjustment and Certificate of Compliance No. ___-__ approved by the City of El Centro.

Deed(s) of Trust Letter

- Written authorization must be provided by all parties that hold an interest (e.g. mortgage, loan, lein, etc.) in a parcel that is being reconfigured. Provide a letter from the Trustees of Deed(s) affected by the Lot Line Adjustment. The letter shall state the following and **no alterations will be accepted:**

- The Trustee must sign this statement before a Notary Public and attach California All-Purpose Certificate of Acknowledgement. Provide a signature authorization document. Refer to **Attachment D** for a sample document.

The undersigned individual or representative covenant that 1) they are the owner or authorized agent of the individual, partnership, firm or corporation holding a record title interest in the real property, shown on instrument entitled _____, as filed in the Official Records of the County Recorder for the County of Imperial, State of California, as Instrument No. _____, 2) that the real property is proposed for an adjustment by ____ - ____, 3) We have knowledge of the consent to the filing of this ____ - ____ and, 4) The information submitted in connection with this Lot Line Adjustment is true and correct.

RECORDING REQUESTED BY
City of El Centro

AND WHEN RECORDED MAIL TO
City Clerk
City of El Centro
1275 Main Street
El Centro, CA 92243

APN: 055-555-555
APN: 055-555-556

CERTIFICATE OF COMPLIANCE
For
LOT LINE ADJUSTMENT: ___-___

I/We the undersigned owner(s) of record of real property located in City of El Centro, County of Imperial, State of California, hereby request to adjust existing property lines and request a Certificate of Compliance for the adjusted following described parcels.

EXISTING PARCELS:

APN 055-555-555

APN 055-555-556

Owner's Signature	Date	Owner's Signature	Date
Smith Properties, LLC By: John Smith, Managing Partner		Smith Properties, LLC By: John Smith, Managing Partner	
Printed Name and Title		Printed Name and Title	

ALL PURPOSE NOTARY ACKNOWLEDGMENT REQUIRED FOR OWNER'S SIGNATURE

LOT LINE ADJUSTMENT NO: ____ - ____

CERTIFICATE OF COMPLIANCE

CONTINUATION

Legal descriptions and Plat Map reflecting the parcels reconfigured by this Lot Line Adjustment are described as PARCEL "A" and PARCEL "B", attached hereto and by reference incorporated herein as Exhibit "A".

DETERMINATION OF COMPLIANCE

I hereby certify that the above described parcel complies with the applicable provisions of the Subdivision Map Act and the City of El Centro Subdivision Ordinance or it has been exempt from said act and ordinance at the time of its creation.

This certificate relates only to issues of compliance or noncompliance with the Subdivision Map act and City of El Centro ordinances enacted pursuant thereto. The parcel(s) described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local ordinance enacted pursuant thereto. Development of the parcel may require issuance of a permit or permits, or other grant or grants of approval.

NOTE:

This determination DOES NOT GUARANTEE that the subject property meets current design and improvement standards for subdivided parcel. Prospective purchaser should check site conditions and applicable development codes to determine whether the property is suitable for their intended use.

CITY OF EL CENTRO
Community Development Department

Angel Hernandez, AICP
Director of Community Development

RECORDING REQUESTED BY
Smith Properties, LLC

AND WHEN RECORDED MAIL TO
Smith Properties, LLC
ATTN: John Smith
1102 Main Street
El Centro, CA 92243

APN: 055-555-555

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY

**GRANT DEED
FOR LOT LINE ADJUSTMENT**

FOR A VALUABLE CONSIDERATION, receipt of which hereby acknowledged,

Smith Properties, LLC, a California limited liability company

Hereby GRANT(S) to

Smith Properties, LLC, a California limited liability company

The real property located in the City of El Centro, County of Imperial, State of California, described in Exhibit "A" and Exhibit "B" attached hereto and made a part there of.

This grant deed is being recorded pursuant to California Government Code 66412 (d) and is intended to memorialize the legal description for PARCEL "A" pursuant to the Certificate of Compliance for Lot Line Adjustment No. ___-__.

Owner's Signature

Smith Properties, LLC
By: John Smith, Managing Partner

Printed Name and Title

Attachment C

RECORDING REQUESTED BY
Smith Properties, LLC

WHEN RECORDED MAIL TO:
AND MAIL TAX STATEMENT TO:
Smith Properties, LLC
ATTN: John Smith
1102 Main Street
El Centro, CA 92243

APN No. 055-555-555

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY

GRANT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, (Grantor)
Smith Properties, LLC, a California limited liability company

Hereby GRANT(S) to (Grantee)
Smith Properties, LLC, a California limited liability company

The real property located in the City of El Centro, County of Imperial, State of California, described in Exhibit A for legal description and Exhibit B for plat drawing attached hereto and made a part there of.

This deed is recorded pursuant to California Government Code Section 66412 (d) and is not intended to create a separate parcel, but rather to be merged with the Grantee's contiguous property to create a single legal parcel within the meaning of California Civil Code Section 1093 all as a result of that certain Lot Line Adjustment and Certificate of Compliance No. ___-__ approved by the City of El Centro.

Owner's Signature

Smith Properties, LLC
By: John Smith, Managing Partner

Printed Name and Title

**OWNER'S CERTIFICATE AND
CERTIFICATE OF HOLDERS OF RECORD TITLE INTEREST**

The undersigned individual or representative covenant that 1) they are the owner or authorized agent of the individual, partnership, firm or corporation holding a record title interest in the real property, shown on instrument entitled _____, as filed in the Official Records of the County Recorder for the County of Imperial, State of California, as Instrument No. _____, 2) that the real property is proposed for an adjustment by ____ - ____ , 3) We have knowledge of the consent to the filing of this ____ - ____ and, 4) The information submitted in connection with this Lot Line Adjustment is true and correct.

Signature of Owner or Agent

Printed of Owner or Agent