



FILING INSTRUCTIONS
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 ensure that your application can be processed in the most expeditious manner possible.

I. REQUIREMENTS FOR FILING APPLICATION

The application for a lot line adjustment requires the completion of simple forms requiring basic information regarding ownership and legal descriptions of the properties involved, the preparation of maps illustrating the proposal, and the payment of a processing fee. The legal owners of the parcels involved will be responsible for the accuracy of all information submitted in connection with this application.

II. CRITERIA FOR ACCEPTANCE

An application for a lot line adjustment may be accepted when it can be determined that the proposal complies with the following specifications:

1. The project site described in the proposal consists of legal building sites.
2. Any land taken from one parcel will be added to an adjacent parcel and no additional parcels will result from the lot line adjustment.
3. The project complies with the requirements of the California Environmental Quality Act.
4. The proposal is consistent with the General Plan.
5. The parcels proposed to be created by the lot line adjustment comply with all applicable zoning regulations.
6. The lot line adjustment, in and of itself, will not result in the need for additional improvements and/or facilities.

III. ITEMS TO BE SUBMITTED

1. APPLICATION FOR LOT LINE ADJUSTMENT

This form must be filled out completely. The recorded owners of all parcels involved must sign the application form.

Full, legal descriptions for the existing parcels must accompany the application. (Submit a copy of the grant deed for each parcel.)

2. EXHIBIT "A" - LEGAL DESCRIPTION

Complete this form with the names of the current record owners, assessor parcel numbers, and legal descriptions of the proposed parcels. Please type this form as it will be one of the recorded documents.

3. EXHIBIT "B" - LOT LINE ADJUSTMENT MAP

The map must be drawn in black ink on the 8 ½" x 11" form provided. The map must be clear and readable. At least the following information must be provided on the map (additional information may be required):

- Map scale and north arrow
- The location of the project site in relation to existing streets and the distance to the nearest cross-street. (Must be detailed enough to allow someone unfamiliar with the area to locate the project site.)
- The existing and proposed lot layout. Show bearing and distances for all parcel lines. Use a heavy solid line for the project boundary, solid lines for proposed property lines, and light dashed lines for existing property lines to be adjusted (see attached map).
- 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.

4. SITE PLAN

Since 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 adopted County ordinances. This information may be submitted on the attached form labeled SITE PLAN. The following information must be included on the site plan:

The location and width of all existing or proposed easements or rights-of way, 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.

5. COASTAL DEVELOPMENT PERMIT APPLICATION REQUIRED

The Lot Line Adjustment application must be submitted with a Coastal Development Permit application, appropriate fees and a proper public hearing noticing package.

SITE PLAN
LOT LINE ADJUSTMENT - LLA _____ - _____

Owners	Existing Parcels AP Number	Proposed Parcels Reference Number

EXHIBIT A
LOT LINE ADJUSTMENT - LLA ____ - ____
(Legal Descriptions)

Owners	Existing Parcels AP Number	Proposed Parcels Reference Number

EXHIBIT B
LOT LINE ADJUSTMENT - LLA _____ - _____
(MAP)

Owners	Existing Parcels AP Number	Proposed Parcels Reference Number