



LOT LINE ADJUSTMENT/LOT MERGER APPLICATION

I. INTRODUCTION: Lot Line Adjustments allow for changes to boundaries between separate, adjacent lots. UNDER STATE LAW, LOT LINE ADJUSTMENTS ARE LIMITED TO **FOUR OR FEWER LOTS** – adjustments of more than four lots require filing of a tentative map. No new lots may be created by a Lot Line Adjustment. (Typically, a Lot Line Adjustment is used to resolve mismatches between property lines and topographic conditions.) All zoning setback standards, including minimum lot size must be met for a Lot Line Adjustment to be approved. The Planning Commission reviews Lot Line Adjustments as Consent Calendar items.

Lot Mergers allow for the merging to two or more lots with common boundary lines under the same ownership (contiguous lots). Lot Mergers are only used to dissolve property lines. Lot Mergers are ministerial and approved by the Director of Community Development – they do not go to the Planning Commission.

This guide and the attached forms identify the requirements for requesting a Lot Line Adjustment or a Lot Merger. You are also encouraged to contact the Planning Department at 818-790-8881, if you have any questions about your project or the review process.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the Planning Department when applying for a Lot Line Adjustment or a Lot Merger:

A. Attached Form

B. Drawing Sets:

Lot Line Adjustment Map/Lot Merger Map - ten (10) copies* (Lot Line Adjustment); three (3) copies (Lot Merger) - at a scale of 1" = 20' (or as otherwise approved by the Director) and folded to approximately 9 x 12 inches. Rolled plans will not be accepted. All property lines - existing and proposed - all easements, and all existing development shall be shown. Also provide one (1) 8½" x 11" reduced copy of the map.

NOTE: Please collate and fold all plans and maps to appropriately 9 x 12". **Plans shall not exceed 24" x 36" in size.**

**The applicant may submit three (3) copies of plans for the initial review. Once it has been determined that the plans contain the necessary information, a total of ten (10) copies are required.*

C. Other Materials:

- Digital Plan Submittal:** All plans will be required to be submitted in digital format (jpeg, tiff). Alternatively, an 8½" x 11" reduced print of each drawing sheet may be submitted.
- Legal Descriptions:** One copy of the complete legal description for each parcel before adjustment, and for each parcel after adjustment or merger of the lot line(s).
- Preliminary Title Report** - One (1) copy for each affected lot.
- Application Fee** - The amount is established by the current fee schedule adopted by the City Council (see below). Checks should be made payable to the City of La Cañada Flintridge.



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III. PROCESSING YOUR APPLICATION:

- A. Pre-Application Review.** A preliminary meeting with the Planning Staff is recommended, though not required. The meeting gives you and Staff a chance to review your project and the applicable Zoning standards.
- B. Application Submittal.** Submit your completed application forms, plans and required fee to the Planning Department. You will receive a case number for your project and a receipt for your fee payment. Only three (3) copies of plans are required for the initial review.
- C. Staff Review of Application for Completeness.** Staff will examine the application materials, including your plans, reports, statements, and information. We will make one or more site visits, and may contact surrounding property owners. The Planning Staff will advise you if your application is incomplete. For Lot Line Adjustments, when the application is deemed complete and a hearing date before the Planning Commission is set, additional sets of plans (for a total of 10) will be required.
- E. Decision on Request.** A final decision on your request will be made by the Planning Commission on the Consent Calendar for Lot Line Adjustments and by the Community Development Director for Lot Mergers. For Lot Line Adjustments, the Planning Commission's decision may be appealed to the City Council.

IV. FEES

	Lot Line Adjustment:	Lot Merger:
Application Fee	\$1,000.00	\$200.00
Engineer Deposit	\$500.00	\$500.00
Public Notice Fee	\$300.00	\$0.00
<u>Environmental Review</u>	<u>\$200.00</u>	<u>\$0.00</u>
TOTAL FEE	\$2,000.00	\$700.00



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LLA#
LM#

City Date Stamp

V. PRIMARY INFORMATION

1. MAIN CONTACT: _____
Name Telephone No. Fax No.

Street Address City, State Zip Code

2. OTHER CONTACT (optional): _____
Name Telephone No. Fax No.

Street Address City, State Zip Code

3. ZONING: _____ 4. AREA OF SITE: _____ sq. ft. _____ acres

5. Size of lots to be adjusted (LLA only):

Lot No.	Before Adjustment (sq. ft.)	After Adjustment (sq. ft.)
1		
2		
3		
4		

6. Identify any setback or other zoning standard which may not be met as a result of the adjustment:

7. Method of Sewage disposal:



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VI. PROPERTY OWNER'S AFFIDAVIT (One for each property owner – LLA and LM)

Address of Property 1: _____

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

Property Owner's Signature(s) Date
=====

Address of Property 2: _____

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

Property Owner's Signature(s) Date
=====

Address of Property 3: _____

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

Property Owner's Signature(s) Date
=====

Address of Property 4: _____

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

Property Owner's Signature(s) Date



LOT LINE ADJUSTMENT/LOT MERGER APPLICATION

VII. DISCLOSURE AFFIDAVIT (One for each property owner – LLA only)

[LOT 1] This is to affirm that the undersigned is/are the record owner(s) of the site subject to Lot Line Adjustment No. _____, and that, except as indicated below, I/we have not subdivided any contiguous properties, and do not have any family, corporate or business relationships (including stock or share ownership) or agreements with owners or subdividers of contiguous properties.

(Insert exceptions here)

I/we understand that the purpose of this disclosure is to reveal any circumstances which could result in a violation of the State of California Subdivision Map Act and/or the City of La Cañada Flintridge Subdivision Ordinance.

I/we declare under penalty of perjury that I/we have reviewed this Affidavit and that the information furnished is true and correct.

Signatures (To be signed by all record owners.)

STATE OF CALIFORNIA \ss
COUNTY OF LOS ANGELES/

On _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____ known to me to be the person(s) whose name(s) _____ subscribed to the within instrument and acknowledges that _____ executed the same.

WITNESS my hand and official seal.

Signature

Notary Name (Typed or Printed)

(Official Seal)



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[LOT 2] This is to affirm that the undersigned is/are the record owner(s) of the site subject to Lot Line Adjustment No. _____, and that, except as indicated below, I/we have not subdivided any contiguous properties, and do not have any family, corporate or business relationships (including stock or share ownership) or agreements with owners or subdividers of contiguous properties.

(Insert exceptions here)

I/we understand that the purpose of this disclosure is to reveal any circumstances which could result in a violation of the State of California Subdivision Map Act and/or the City of La Cañada Flintridge Subdivision Ordinance.

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WITNESS my hand and official seal.

Signature

Notary Name (Typed or Printed)

(Official Seal)



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[LOT 3] This is to affirm that the undersigned is/are the record owner(s) of the site subject to Lot Line Adjustment No. _____, and that, except as indicated below, I/we have not subdivided any contiguous properties, and do not have any family, corporate or business relationships (including stock or share ownership) or agreements with owners or subdividers of contiguous properties.

(Insert exceptions here)

I/we understand that the purpose of this disclosure is to reveal any circumstances which could result in a violation of the State of California Subdivision Map Act and/or the City of La Cañada Flintridge Subdivision Ordinance.

I/we declare under penalty of perjury that I/we have reviewed this Affidavit and that the information furnished is true and correct.

Signatures (To be signed by all record owners.)

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On _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____ known to me to be the person(s) whose name(s) _____ subscribed to the within instrument and acknowledges that _____ executed the same.

WITNESS my hand and official seal.

Signature

Notary Name (Typed or Printed)

(Official Seal)



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[LOT 4] This is to affirm that the undersigned is/are the record owner(s) of the site subject to Lot Line Adjustment No. _____, and that, except as indicated below, I/we have not subdivided any contiguous properties, and do not have any family, corporate or business relationships (including stock or share ownership) or agreements with owners or subdividers of contiguous properties.

(Insert exceptions here)

I/we understand that the purpose of this disclosure is to reveal any circumstances which could result in a violation of the State of California Subdivision Map Act and/or the City of La Cañada Flintridge Subdivision Ordinance.

I/we declare under penalty of perjury that I/we have reviewed this Affidavit and that the information furnished is true and correct.

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WITNESS my hand and official seal.

Signature

Notary Name (Typed or Printed)

(Official Seal)



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VIII. CERTIFICATION OF EASEMENTS (One for each property owner – LLA only)

PROPERTY OWNER 1

I, _____ (applicant), declare under penalty of perjury that all easements of record, (as shown on Preliminary Title Report No. _____, dated _____, and furnished to this office by the following company: _____, are shown on the Lot Line Adjustment No. _____, and that if the easements are blanket or indeterminate in nature that a statement to that effect has been placed on the tentative map. The purpose and ownership of all easements area also stated.

Executed at _____, California, this _____ day of _____, 20____.

Signature of Owner

PROPERTY OWNER 2

I, _____ (applicant), declare under penalty of perjury that all easements of record, (as shown on Preliminary Title Report No. _____, dated _____, and furnished to this office by the following company: _____, are shown on the Lot Line Adjustment No. _____, and that if the easements are blanket or indeterminate in nature that a statement to that effect has been placed on the tentative map. The purpose and ownership of all easements area also stated.

Executed at _____, California, this _____ day of _____, 20____.

Signature of Owner

PROPERTY OWNER 3

I, _____ (applicant), declare under penalty of perjury that all easements of record, (as shown on Preliminary Title Report No. _____, dated _____, and furnished to this office by the following company: _____, are shown on the Lot Line Adjustment No. _____, and that if the easements are blanket or indeterminate in nature that a statement to that effect has been placed on the tentative map. The purpose and ownership of all easements area also stated.



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Executed at _____, California, this _____ day of _____, 20____.

Signature of Owner

PROPERTY OWNER 4

I, _____ (applicant), declare under penalty of perjury that all easements of record, (as shown on Preliminary Title Report No. _____, dated _____, and furnished to this office by the following company: _____, are shown on the Lot Line Adjustment No. _____, and that if the easements are blanket or indeterminate in nature that a statement to that effect has been placed on the tentative map. The purpose and ownership of all easements area also stated.

Executed at _____, California, this _____ day of _____, 20____.

Signature of Owner