

WHAT IS A LOT LINE ADJUSTMENT (LLA)?

A lot line adjustment is the process that is used to alter property lines of **existing** parcels. The process can be used to do a number of things, such as: alter the boundary between two (2) parcels, or reconfigure the shapes of parcels. In every instance, the lot line adjustment process will yield the same number of parcels. The lot line adjustment process is not used to create additional parcels.

WHAT ARE THE SUBMITTAL REQUIREMENTS FOR A LOT LINE ADJUSTMENT?

Applications for a lot line adjustment may be obtained online, at the Planning Department counter or mailed upon request. Typically, a licensed land surveyor or registered civil engineer will submit the application on behalf of the property owner, as state law requires that new legal descriptions must be prepared by one of these professionals.

Once an application is submitted to this office, it is reviewed to determine if it is complete. An application package will consist of the following:

- * Application form, signed by the owners and agent/representative;
- * One (1) original and one (1) copy of a preliminary title report (less than thirty (30) days old);
- * A map of the existing situation and the proposed situation, prepared by a land surveyor or engineer may be required;
- * A legal description of each new lot, prepared by a land surveyor or civil engineer;
- * Adjustment review fee.

(Forms and fee chart are available online)

The California Environmental Quality Act (CEQA) requires that an environmental study be prepared for some types of projects. Lot line adjustments are normally exempt from the requirements of CEQA.

WHAT HAPPENS AFTER THE APPLICATION IS ACCEPTED AS COMPLETE?

Once the application is determined to be complete, the processing fees will be requested. The lot line adjustment process does not require any public hearings or notifications but requires review by the Parcel Map Committee. The Department will next request that the County Surveyor and Assessor review the proposed legal description. A letter will be sent to your representative informing them of our action. That notice will contain conditions of approval that must be met in order to complete the process.

Typical conditions of approval require that you: submit an updated title report (less than thirty (30) days old), record a deed creating the newly configured parcels, and modify and rerecord any deeds of trust affecting the property so that they reflect the new configuration. This office works with your title company to coordinate the recording of all the necessary documents, however, the primary responsibility is that of your surveyor.

Once all of the conditions of approval have been satisfied, a Lot Line Adjustment Certificate will be recorded. The Certificate is a legal document certifying that the newly configured parcels have been legally created. Title companies and financial institutions recognize a Certificate as being verification of the legal parcel configuration.

HOW LONG DOES IT TAKE TO PROCESS A LOT LINE ADJUSTMENT?

Upon submittal of the application for a preliminary review, you should expect a written response in about four (4) weeks. Once the application is complete and the processing fees have been paid, it takes normally about two (2) additional weeks to obtain a decision. Upon verification that all of the conditions of approval have been satisfied, a minimum of ten (10) days are needed to prepare the Certificate for recording.

AFTER THE LOT LINE ADJUSTMENT IS APPROVED AND RECORDED, WHAT HAPPENS?

The lots are legally reconfigured upon recordation of the deeds and the Certificate. It will take several weeks for the county's records (Assessor's maps, Surveyor's case maps, etc.) to actually be updated. This Department will mail a copy of the recorded Certificate to your representative. That document is your verification that the process is complete. The original Certificate is kept on file in this Department. If you should need a copy, one can be easily obtained.

Please telephone (559) 675-7821 and ask to speak to a planner assigned to the Land Divisions if you have any questions regarding the lot line adjustment process.