

**CITY OF ANAHEIM  
DEPARTMENT OF PUBLIC WORKS  
SUBDIVISION SECTION**

# **LOT LINE ADJUSTMENT PROCEDURES**

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December 2009

### **I. GENERAL**

Lot line adjustments are allowed in the City of Anaheim where the land taken from one lawfully subdivided parcel is added to an adjacent lawfully subdivided parcel, and where a greater number of parcels than originally existed is not thereby created. Lot line adjustments may be used to make adjustments to the property lines between four (4) or fewer existing adjoining parcels or to merge four (4) or fewer existing adjoining parcels under common ownership. The parcels resulting from the lot line adjustment shall conform to City zoning and building codes and existing public utilities, infrastructure and easements shall not be adversely affected.

Lot line adjustments are authorized in [Chapter 17.10](#) of the Anaheim Municipal Code.

#### **A. LAWFULLY SUBDIVIDED PARCELS**

Any lot or parcel created by a tract map or a parcel map or a recorded Lot Line Adjustment or a recorded Certificate of Compliance is a lawfully subdivided parcel.

#### **B. CONFORMANCE TO CITY BUILDING CODES**

The adjusted lots must conform to the City of Anaheim Building Code ([Title 15](#) of the Anaheim Municipal Code). Proposed property lines must meet building setback requirements. The surveyor is advised to contact the Building Division to verify setback requirements.

### **C. CONFORMANCE TO CITY ZONING CODES**

The adjusted lots must conform to the City of Anaheim Zoning Code ([Title 18](#) of the Anaheim Municipal Code). The surveyor is advised to contact the Planning Department to verify the designated zoning of each parcel and applicable zoning standards. The following are common zoning requirements:

1. Minimum lot areas (gross and net)
2. Minimum building pad area
3. Minimum lot width and frontage
4. Minimum front, side and rear yard setbacks
5. Minimum number of parking spaces per parcel or a recorded reciprocal parking agreement, if permitted in zone.
6. Vehicular access to each parcel or a recorded access agreement

### **D. EXISTING UTILITIES, INFRASTRUCTURE OR EASEMENTS**

The City will review the proposed lot line adjustment to ensure that existing public utilities, infrastructure or easements are not adversely affected.

## **II. INITIAL SUBMITTAL**

The [initial submittal](#) of a lot line adjustment shall consist of the following:

1. Three (3) copies of the lot line adjustment plat on 8 1/2" x 11" or 8 1/2" x 14" sheets drafted with black ink at a legible scale and stamped by a [Licensed Land Surveyor](#) or a [Registered Civil Engineer](#) authorized to practice land surveying. The plat shall include all standard information shown on Exhibit A.
2. Three (3) copies of a site plan on 8 1/2" x 11" or 8 1/2" x 14" or 24" X 36" sheets at a legible scale and stamped by a Licensed Land Surveyor or a Registered Civil Engineer.
3. A [current preliminary title report](#) for each property which includes current legal description, names of property owners, all other parties having record interest in the property and easements, dated within the last 30 days of submitted date.
4. Traverse sheets, including area calculations
5. A service fee deposit in the amount approved by the City Council. (See current fee schedule).
6. If any existing parcel was not created by a tract or parcel map, submit a copy of a recorded deed or record or survey as verification that the parcels were lawfully created.
7. A letter from all parties with a record title interest, except easement holders, stating that they have knowledge of and consent to the proposal.

Incomplete plans will not be reviewed or processed. The surveyor will be notified and the plans will be returned.

## **III. LOT LINE ADJUSTMENT**

The lot line adjustment shall include a title sheet, legal descriptions and a plat.

### **A. TITLE SHEET**

All owners signatures shall be notarized. If the property is owned by a corporation, two signatures are required (typically the president or vice president and the secretary) unless documentation is received from the corporation authorizing one signature. If the property is owned by a partnership, the signature of at least one partner is required.

The notary acknowledgments may be stapled to the front of the title sheet or may be incorporated into the lot line adjustment below the Record Owners Certification. The example title sheet is one page, however additional pages may be used if necessary.

If the lot line adjustment includes property owned by the City of Anaheim, the Mayor and City Clerk will sign as record owners for the City. The notary acknowledgment must be incorporated into the document. The lot line adjustment and deeds must be approved by the City Council prior to approval by the City Engineer.

## **B. LEGAL DESCRIPTIONS ([EXHIBIT "A"](#))**

A written legal description must be provided for each adjusted parcel.

Include the following statements to each parcel description:

- Containing an area of approximately \_\_\_\_\_ acres (\_\_\_\_\_square feet).
- As shown on the attached Exhibit "B" and by this reference made a part hereof.
- Subject to Easements, Covenants, Conditions, Restrictions, Reservations, Rights, Rights-of-Way and other matters of records, if any.

## **C. PLAT ([EXHIBIT "B"](#))**

The plat may be based on record data. A Record of Survey is not required by the City. However, the City recognizes that a surveyor may recommend to the client, that a survey be performed or the client may request a survey be performed. If a survey is performed for the Lot Line Adjustment, the surveyor must comply with [Section 8762 of the Land Surveyor's Act](#).

The plat shall include the following items:

1. Map scale and north arrow
2. Label and dimension adjacent street(s). Label and dimension distance to centerline of nearest cross street.
3. Existing and proposed lot layout. List a Basis of Bearing. Show bearings and distances for all lot lines. Use a heavy solid line for the property boundary, solid lines for proposed property lines; and light dashed lines for existing property lines to be adjusted or removed.
4. Existing and proposed lot numbers or letters. Building lots shall be numbered and non-building lots (i.e. open space, slopes, or private streets) shall be lettered.
5. Gross and net areas ([Section 18.92.040](#)) of each lot. Net area is the gross area excepting easements for public and private streets and alleys.
6. Underlying parcels and adjacent parcels identified in ghost lettering.
7. Existing easements, both public and private. Label each easement. Easement notes may be used to indicate type of easement, party in favor of, for what purpose, recorded instrument number and date recorded. An additional sheet showing and labeling all easements if necessary.
8. A statement of whether the plat was prepared based on record data or based on a survey performed for plat preparation. If the plat is based on record data, the source of all bearings and distances must be clearly indicated.
9. An Index Map if the Plat is 3 pages or greater.

## **IV. SITE PLAN**

The site plan shall be signed and stamped by the responsible surveyor and shall include all the information shown on the plat and shall also include the following information to assist in determining conformance with building code, zoning code and easement requirements. The Site Plan will not be recorded.

1. Net area of each lot.
2. Property Addresses
3. Location of all existing and proposed structures.

4. Dimension distance of front, side, and rear building setbacks.
5. Location of all block walls and retaining walls
6. Slopes, including top of slope and toe of slope elevations.
7. Existing and proposed drive approaches and drive aisles
8. Parking layout and parking stall count for each proposed #9; parcel if industrial, commercial or multiple family zoning.
9. Proposed easements, to check for potential conflicts. The easement must be recorded by a separate document and will be processed by the Real Property Section.

## **V. ENVIRONMENTAL IMPACT ANALYSIS**

The approval of lot line adjustments and subsequent review and approval of deeds are ministerial acts and not subject to CEQA. The City Engineer shall approve or deny the lot line adjustment based on compliance with the requirements specified by the City Engineer in documents on file in the Public Works — Engineering Department, including compliance with Titles 15 and 18.

## **VI. PLAN CHECKING**

Plans will be scheduled for plan checking in the order they are received. The first plan check will be thorough and every attempt will be made to mark all plan deficiencies. The surveyor will be notified as soon as the plan check is complete and ready for pickup. The plan check will be returned with a letter listing items to be submitted prior to approval by the City Engineer. The first plan check will take approximately 20 working days. Subsequent reviews will take up to 15 working days.

If the Lot Line Adjustment is not ready for approval after the third review, the plan checker will schedule a meeting to resolve any outstanding issues.

The plan checker will request the lot line adjustment plat originals when the corrections requested are minor and will be sufficient to complete the plans. Originals are to be in ink on mylar, vellum, or bond paper. All signatures and seals on the original shall be in black opaque ink for mylars and black ink for others and all signatures and seals shall be clear and reproducible.

After a final check has been made to verify that all corrections have been incorporated, the plat will be reviewed and approved by the City Land Surveyor.

## **VII. DEEDS**

The lot line adjustment does not by itself transfer title, adjust liens of mortgages and deeds of trust, or adjust assessments for the properties affected by the lot line adjustment. The lot line adjustment must be reflected in a deed [Subdivision Map Act, Section 66412 (d)] if it affects parcels in different ownership or parcels under the same ownership but encumbered by separate security interests.

## **VIII. RECORDING**

The surveyor will be notified as soon as the lot line adjustment plat has been approved. At the owner's written request, the approved lot line adjustment will be released to a designated title company or lawyer to prepare the deeds and record both the plat and deeds in the Office of the Orange County Recorder. A copy of the recorded lot line adjustment and deed shall be submitted to the City of Anaheim Department of Public Works - Records Section.

WHEN RECORDED MAIL TO:

CITY OF ANAHEIM  
DEPARTMENT OF PUBLIC WORKS  
ENGINEERING RECORDS  
200 S. ANAHEIM BLVD. SUITE 276  
ANAHEIM, CA 92805

# CITY OF ANAHEIM LOT LINE ADJUSTMENT LLA-0000XXX

(Caption)

### RECORD OWNERS' CERTIFICATION

(I/WE) HEREBY CERTIFY THAT:

1. (I AM/WE ARE) THE RECORD OWNER(S) OF ALL PARCELS PROPOSED FOR ADJUSTMENT BY THIS APPLICATION,
2. (I/WE) HAVE KNOWLEDGE OF AND CONSENT TO THE FILING OF THIS APPLICATION, AND
3. THE INFORMATION SUBMITTED IN CONNECTION WITH THIS APPLICATION IS TRUE AND CORRECT.

EXISTING PARCEL'S AP NO(S):

EXISTING PARCEL'S AP NO(S):

PROPOSED PARCEL'S LLAP REFERENCE NO. :

PROPOSED PARCEL'S LLAP  
REFERENCE NO. :

NAME :

NAME :

ADDRESS :

ADDRESS :

SIGNATURE

SIGNATURE

### SURVEYOR'S STATEMENT

THIS DOCUMENT CONSISTING OF \_\_\_\_\_ PAGES WAS PREPARED BY ME OR UNDER MY DIRECTION

LS NO.

Date

MY REGISTRATION LICENSE EXPIRES

COMPANY NAME:

ADDRESS:

PHONE NO.:

# CITY OF ANAHEIM LOT LINE ADJUSTMENT LLA-0000XXX

**CITY APPROVAL:**

RECOMMENDED FOR APPROVAL BY:

APPROVED BY:

\_\_\_\_\_, LS \_\_\_\_\_ DATE \_\_\_\_\_  
CITY SURVEYOR  
CITY OF ANAHEIM

\_\_\_\_\_, PE 78121 DATE \_\_\_\_\_  
CITY ENGINEER  
CITY OF ANAHEIM

### NOTARY ACKNOWLEDGMENT

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the that document.

State of California  
County of Orange

On \_\_\_\_\_ before me \_\_\_\_\_

personally appeared \_\_\_\_\_  
, who 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 acknowledge 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.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct  
WITNESS my hand and official seal.

\_\_\_\_\_

### NOTARY ACKNOWLEDGMENT

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the that document.

State of California  
County of Orange

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I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct  
WITNESS my hand and official seal.

\_\_\_\_\_

CITY OF ANAHEIM  
LOT LINE ADJUSTMENT  
**LLA-0000XXX**  
(LEGAL DESCRIPTION)

**"EXHIBIT A"**



Prepared by: \_\_\_\_\_ Date \_\_\_\_\_  
RCE/LS No. \_\_\_\_\_  
(Company name) \_\_\_\_\_  
(Company address) \_\_\_\_\_ (Signature & Seal)  
\_\_\_\_\_  
(Phone No.) \_\_\_\_\_

CITY OF ANAHEIM  
LOT LINE ADJUSTMENT

**LLA-0000XXX**

(SKETCH)

**"EXHIBIT B"**



Prepared by: \_\_\_\_\_ Date \_\_\_\_\_

RCE/LS No. \_\_\_\_\_

Date

(Company name) \_\_\_\_\_

(Company address) \_\_\_\_\_

(Signature & Seal)

(Phone No.) \_\_\_\_\_

**D-**