



LOT LINE ADJUSTMENT PROCESS GUIDELINES

A. GENERAL

Those seeking approval of a LLA are directed to Chapter 17.86 (Lot Line Adjustments) of the City Code and the guidelines set forth below. Applications are reviewed by contract city officials who report to City Planner with recommendations prior to agendaing with the City Council. **APPLICATIONS MUST IDENTIFY EXACTLY HOW TITLE IS HELD FOR THE PARCELS AFFECTED.**

City Council approval is by resolution, the date of which initiates the **24 month period for LLA completion** by the applicant. The City Clerk will advise applicants of the City Council decision by letter and provide a copy of the resolution (sample attached). Two methods for finalization are set forth below:

B. ADJUSTMENT COMPLETION BY DEEDS

1. Abandonment of public utilities or offers of dedication require separate instruments.
2. Submit legal descriptions prepared by a Surveyor/Engineer to City Engineer. A Record of Survey may be required for a newly monumented boundary line. (See Business and Professions Code Section 8762 and Section 17.86.070 of the City Code.)
3. Prepayment of taxes and bonds evidenced by a letter from the Tax Collector provided to County Recorder.
4. Payment of City fees and check for recording fees.
5. Attach a certified copy of the City Council resolution approving the LLA to the deed.
6. City Clerk will transmit deed(s) to recorder when all fees, taxes, etc. have been paid. (Applicants or their representatives are encouraged to have deed language reviewed by Title Company and/or an attorney before signing and notarizing the original.) Deed, with resolution attached, is recorded by County Recorder.

C. ADJUSTMENT COMPLETION BY PARCEL MAP

1. Submit map and evidence of LLA approval to City Clerk with parcel map fee deposit of \$_____.
2. Abandonment of public utilities can be done on the map and offers of dedication of new P.U.E.s may be set forth on map with signed property owner offer(s) of dedication.
3. Parcel map **with Surveyor/Engineer signature** shall be submitted with a title report to City Engineer for checking pursuant to Chapter 17.98 of the City Code.
4. Owners shall sign map with their signatures notarized **after map is approved by City Engineer.**

5. Prepayment of taxes and bonds evidenced by a letter from the Tax Collector provided to County Recorder.
6. Approved parcel map shall be submitted to City Clerk with a parcel map guarantee, tax letter, and recording fee (\$10 for first sheet and \$5 for each additional sheet).
7. City Clerk will transmit parcel map, parcel map guarantee, tax letter, and recording fee to the County Recorder once all City fees have been paid.