



**ENGINEERING DIVISION**  
**LOT LINE ADJUSTMENT**  
**PLANCHECK SUBMITTAL APPLICATION, CHECKLIST AND**  
**GUIDELINES**

130 SOUTH MAIN STREET, LAKE ELSINORE, CA 92530  
P: 951.674-3124, www.lake-elsinore.org

	Parcel 1	Parcel 2
MAP NO., LOT NO.		
ASSESSOR'S PARCEL NO.		
	Parcel 3	Parcel 4
LEGAL DESCRIPTION (MAP NO., LOT NO.)		
ASSESSOR'S PARCEL NO.		
CROSS STREETS _____		

STATE REASON FOR LOT LINE ADJ.  
(use space provided or attach separate sheet) \_\_\_\_\_

ENGINEER / LAND SURVEYOR: \_\_\_\_\_  
COMPANY: \_\_\_\_\_  
STREET ADDRESS/CITY/ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**PARCEL 1: OWNER:**  
Contact Name & Company \_\_\_\_\_  
STREET ADDRESS/CITY/ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**PARCEL 2: OWNER:**  
Contact Name & Company \_\_\_\_\_  
STREET ADDRESS/CITY/ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**PARCEL 3: OWNER:**  
Contact Name & Company \_\_\_\_\_  
STREET ADDRESS/CITY/ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**PARCEL 4: OWNER:**  
Contact Name & Company \_\_\_\_\_  
STREET ADDRESS/CITY/ZIP: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

## SUBMITTAL CHECKLIST & INSTRUCTIONS

**LOT LINE ADJUSTMENT SUBMITTAL**

**NEW** - A digital copy (CD/DVD/Thumb Drive) of all submittal documents is required for in person submittals. Online submittal using the City's Customer Self Service Portal (CSSP) at [www.lake-elsinore.org](http://www.lake-elsinore.org) is encouraged to save you time and money.

QTY	DESCRIPTION OF REQUIRED DOCUMENTS								
1	<b>This Form</b> - identifying all items being submitted.								
2	<b>LEGAL DESCRIPTION of Lot Lines to be adjusted</b> -formatted to 8 1/2" x 11 "								
2	<b>PLAT EXHIBIT</b> - formatted to 8 1/2" x 11"								
2	<b>TRAVERSES with CLOSURES of 0.017' of all closed figures on the map</b>								
2	<b>LOT BOOK REPORT or TITLE REPORT</b> - dated within the last three months								
1	<b>RECORDED MAPS</b> - that are used as references for established lines								
1	<b>GRANT DEED ESTABLISHING NEW PROPERTY LINES</b>								
1	<b>ASSESSOR'S MAPS and OWNER SHEETS</b>								
<b>\$0.00</b>	<b>PLAN CHECK FEES*</b> Enter # of lots in box below for fee due at submittal - Covers 3-4 reviews.								
Total Due	<table style="margin: auto;"> <tr> <td style="text-align: center;">\$100.00</td> <td style="text-align: center;">+</td> <td style="border: 1px solid black; width: 40px; height: 20px; text-align: center;"> </td> <td style="text-align: center;">*<!-- Excessive Plan Checks Will Result in Additional Fees</td--> </td></tr> <tr> <td style="text-align: center; font-size: small;">Admn Charge</td> <td></td> <td style="text-align: center; font-size: small;">of Lots Above</td> <td></td> </tr> </table>	\$100.00	+		* Excessive Plan Checks Will Result in Additional Fees</td	Admn Charge		of Lots Above	
\$100.00	+		* Excessive Plan Checks Will Result in Additional Fees</td						
Admn Charge		of Lots Above							

**FILING INSTRUCTIONS**

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 insure that your application can be processed in the most expeditious manner possible

**I. Requirements for Filing an 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.

The items that are required to be submitted will be legal documents that must be recorded. Therefore, the forms must be typed, and the exhibits drawn legibly. Also, to assure the reproducibility of the documents, use black ink on all forms and maps.

**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.

7. The proposed Lot Line Adjustment would not exceed the adjustment of more than 4 lots on a legally defined map; include the cumulative impact of prior Lot Line Adjustments.

### III. Items to be Submitted

#### A. Application for Lot Line Adjustment.

This form must be filled out completely. The record owners of all parcels involved must sign the application form and signatures must be notarized. Full legal descriptions for the existing parcels must accompany the application. (Submit a copy of the grant deed for each parcel.)

#### B. Exhibit "A" – Legal Descriptions.

Complete this form with the names of the current record owners, assessor parcel numbers and legal descriptions of the **proposed** parcels. The legal description shall be prepared and signed by a licensed engineer or surveyor and must be in black ink. Please type this form using Universal or Arial font, 11pt as it will be one of the recorded documents. Page size 8 1/2" x 11".

#### C. Exhibit "B" – Lot Line Adjustment Plat.

This plat shall be prepared and signed by a licensed engineer or surveyor and must be drawn in black ink - see 8-1/2" X 11" sample format provided. The map must be clear and readable. At minimum, the following information must be provided on the map (additional information may be required):

1. Map scale and north arrow and legend.
2. 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 not familiar with the area to locate the project site.)
3. The existing and proposed lot layout: Show bearings 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.
4. 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.

#### D. Site Plan.

1. 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 City ordinances. This information may be submitted on the attached form labeled SITE PLAN. The following information must be included on the Site Plan:

- a. 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.
- b. The location of any above ground or underground structures on the site. Dimension distances from proposed property lines to structure. If there are no structures on the lots proposed for adjustment, add a note on the map stating that fact.

#### E. Processing Fee.

A fee for the processing of an application for a Lot Line Adjustment shall be in accordance with resolution of City Council.

#### F. Statement of Purpose for Line Adjustment. - May be stated on separate document or on Application in space provided.

#### IV. Procedure

A. Interested parties should check with the Planning Division to determine whether the proposal complies with all applicable state and county laws, ordinances and regulations

B. The applicant should prepare the Application, Exhibits and submit the ORIGINALS to the Engineering Division with the appropriate plan check fee. The map and legal descriptions will be reviewed by Engineering and Planning Staff to determine whether they are technically correct and in an acceptable form to be recorded. The application, map, and site plan will be reviewed to verify compliance with established City policy and procedures, with zoning and land use ordinances, and with administrative procedures established by the Director of Community Development.

C. After the application is approved, the applicant and/or their engineer will be notified. The appropriate documents will be recorded in the office of the County Recorder by the applicant. It is the applicant's responsibility to **record grant deeds within THIRTY (30) DAYS** of approval of the Lot Line Adjustment in conformance with the Lot Line Adjustment and submit two (2) copies of the recorded documents to the City.

D. If the application is disapproved, the decision can be appealed to City Council upon filing of a notice with the Director of Community Development within two (2) weeks of the decision.

# SAMPLE

Exhibit "A"

Lot Line Adjustment No. \_\_\_\_\_ - \_\_\_\_\_

(Legal Descriptions)

Owners	Existing Parcels Assessor's Parcel No.	Proposed Parcels Reference Number
John Smith	999000000	1
Sue Jones	909900001	2

Parcel 1:

Lot 4 of Tract No. 4001 as shown on a map recorded in M.B. 167, Pages 31 through 33, Records of Riverside County, California, along with that portion of Lot 5 of said Tract No. 4001 described as follows:

Beginning at the Northeast corner of said Lot 5; thence along the East line of said Lot S. 0° 39' 23" W., 5.00 feet; thence N. 87° 09' 53" W., 165.11 feet to the Northwest corner of said Lot; thence along the North line of said Lot S. 88° 54' 00" E., 165.00 feet to the point of beginning.

Parcel 2:

Lot 5 of Tract No. 4001 as shown on a map recorded in M.B. 167, Pages 31 through 33, Records of Riverside County, California.

EXCEPTING THEREFROM the following described parcel of land:

Beginning at the Northeast corner of said Lot 5; thence along the East line of said Lot S. 0° 39' 23" W., 5.00 feet; thence N. 87° 09' 53" W., 165.11 feet to the Northwest corner of said Lot; thence along the North line of said Lot S. 88° 54' 00" E., 165.00 feet to the point of beginning.

Exhibit "A"

Lot Line Adjustment No. \_\_\_\_\_ - \_\_\_\_\_

(Legal Descriptions)

Owners	Existing Parcels Assessor's Parcel No.	Proposed Parcels Reference Number

Exhibit "B"

Lot Line Adjustment No. \_\_\_\_\_ - \_\_\_\_\_

(Plat Map)

Owners	Existing Parcels Assessor's Parcel No.	Proposed Parcels Reference Number

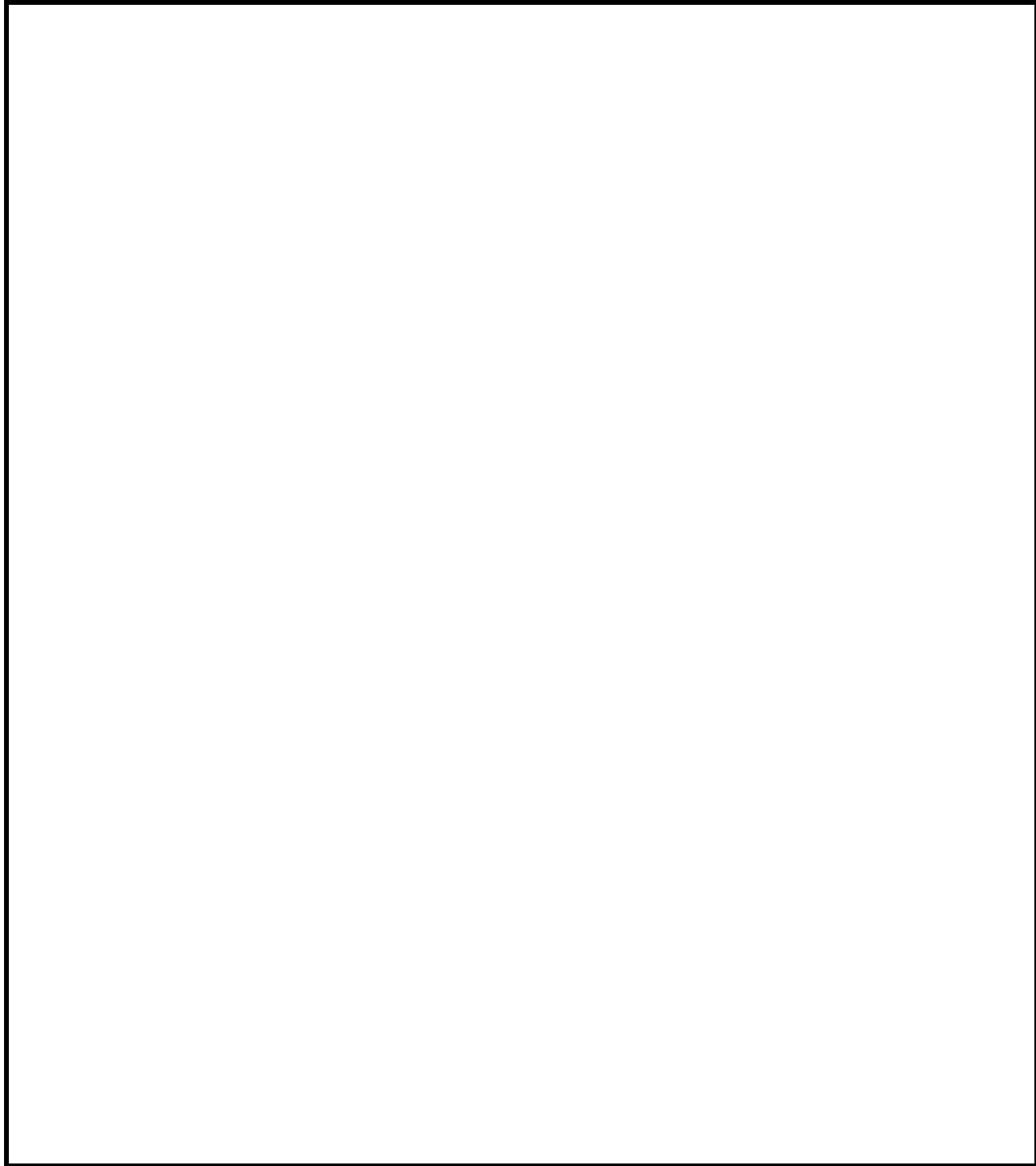
Scale:  
Assessor's Parcel Number(s):  
Exhibit Prepared:

Date

Site Plan

Lot Line Adjustment No. \_\_\_\_\_ - \_\_\_\_\_

Owners	Existing Parcels Assessor's Parcel No.	Proposed Parcels Reference Number

A large, empty rectangular box with a thick black border, intended for a site plan drawing or map. It occupies the majority of the lower half of the page.

Recording Requested By:

This Area for Recorder's Use Only

When Recorded, Return Original to:

City of Lake Elsinore  
Attn: City Clerk  
130 South Main Street  
Lake Elsinore, CA 92530

**CITY OF LAKE ELSINORE**  
**NOTICE OF LOT LINE ADJUSTMENT NO. \_\_\_\_\_ - \_\_\_\_\_**

Record Owners:

<b>Parcel 1</b>	_____ existing assessors parcel no.
Name:	_____
Address:	_____

<b>Parcel 2</b>	_____ existing assessors parcel no.
Name:	_____
Address:	_____

<b>Parcel 3</b>	_____ existing assessors parcel no.
Name:	_____
Address:	_____

<b>Parcel 4</b>	_____ existing assessors parcel no.
Name:	_____
Address:	_____

**LEGAL DESCRIPTION OF ADJUSTED PARCELS**  
See attached Legal Description - Exhibit "A"

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 a consent to the filing of this application, and 3) the information submitted in connection with this application is true and correct.

Print/Type Name/Title Above: \_\_\_\_\_

Signature(s) of owner(s) of Parcel 1 \_\_\_\_\_

Print/Type Name/Title Above: \_\_\_\_\_

Signature(s) of owner(s) of Parcel 2 \_\_\_\_\_

Print/Type Name/Title Above: \_\_\_\_\_

Signature(s) of owner(s) of Parcel 3 \_\_\_\_\_

Print/Type Name/Title Above: \_\_\_\_\_

Signature(s) of owner(s) of Parcel 4 \_\_\_\_\_

**ATTACH NOTARY CERTIFICATION FOR EACH OWNER'S SIGNATURE**

**FOR OFFICE USE ONLY**

Date	G.P. Designation	Zoning	CEQA Status	
Comm.Dev. Dir.			Approved	Denied
City Engineer			Approved	Denied
ATTEST:				
Candice Alvarez, City Clerk				