

LOT LINE ADJUSTMENT CHECK LIST



LOT LINE ADJUSTMENT

The purpose of this checklist is to provide a format for uniform, comprehensive, and well documented reviews of the Lot Line Adjustment submitted by the property owner. The completed checklist should be transmitted to the property owner with each plan check. A copy of the completed checklist should be retained with the project file.

City Project number:

Project name:

Project address:

Name of plan checker:

First Review

LLA received on:

Review completed on:

Second review

LLA received on:

Review completed on:

Third Review

LLA received on:

Review completed on:

Approved date:

Signature of plan checker:

December 2009

LOT LINE ADJUSTMENT (LLA) CHECK LIST

Before starting – are the lots being adjusted legal parcels? They must be a lot or parcel created by a Tract Map, Parcel Map, recorded Lot Line Adjustment, or recorded Certificate of Compliance. Otherwise, a Certificate of Compliance shall be approved and recorded prior to approval and recordation of proposed Lot Line Adjustment. Please refer to Certificate of Compliance Procedures.

See Subdivision Map Act Section 66412(d) for the Applicable State Statute regulating Lot Line Adjustment applications and Anaheim Municipal Code Chapter 17.10 for Code Requirements. The submittal procedures and requirements are available at the Public Works Department website at http://www.anaheim.net/depts_servc/pub_works/dev_svc/llap.htm.

Initial Submittal Requirements:

- Lot line adjustment cannot be used to create a division of land
- 3 copies of the LLA on 8 ½' x 11" or 8 ½" x 14" sheets. The application forms are available at <http://www.anaheim.net/section.asp?id=134> for the legal description and plat
- 3 copies of site plan on 8 ½" x 11" or 8 ½" x 14" or 24" x 36" sheets
- Above items shall be stamped by a Licensed Land Surveyor or Registered Civil Engineer licensed before January 1, 1982 (or have a license number below C33966)
- 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.
 - Traverse sheets, including area and closure calculations
 - A service fee deposit in the amount approved by City of Anaheim (See current fee schedule)
- Provide backup maps and deeds
- Legal Description
- Plat
- Underlying Mapping
- Easement Documents/ Easement Deeds for all existing easements within the properties
- Previous Check Print(s)
- Consent Letters with Signature of **each** lien holders or beneficiaries consenting to the lot line adjustment
- A letter from all parties with a record title interest, except easement holders, stating that they have knowledge of and consent to the proposal

Upon first plan check, additional information might be required such as:

- Vesting Documents not included in the title report
- Chain of Title

- Litigation Guarantee Insurance Policy
- Corporation signatures: proof of legal capacity for real state transactions

Upon approval, applicant needs to record conforming deeds to complete the process:

- Provide a copy of the recorded lot line adjustment and recorded deeds

<u>PLAN CHECK NO.</u>			CHECK LIST
1	2	3	All PAGES
			1. All pages numbered correctly.
			2. Correct title – “City of Anaheim , Lot Line Adjustment No.*****”
			3. Correct LLA number
			4. Written Approval by Planning
			5 Written Approval by Building
			<i>PAGE 1 –the title and signature page</i>
			1. Use lot Line Adjustment City Standard Form
			a. Note stating _”When recorded mail to City of Anaheim.....”
			b. Space for County Recorders certificate.
			2. Include Caption or Preamble: General description of the proposed properties
			3. Reference document numbers in caption verified.
			4. Reference dates in legal caption verified.
			5. Reference parcel/lot numbers etc., verified.
			6. Legal contains “..in the City of Anaheim, County of Orange, State of California...”
			7. Record owners’ certificate, one for each owner if applicable.
			8. If owner is a corporation – two signatures required– verified.
			9. If owner is a corporation – one signature with letter from corporation stating the fact required.
			10. If owner is a partnership – the signature of at least one of the partners.
			11. If owner is the Housing Authority or the Redevelopment Agency, signed by the Director.
			12. If owner is the City of Anaheim, signed by Mayor, attest by City Clerk and City Council approval.
			13. Assessors Parcel Numbers checked against GIS parcel information.
			14. Assessors Parcel Numbers checked against recent title report.
			15. Record Owners names checked against recent title report and confirmed identical.
			16. Owners address checked against recent title report.
			17. Signed by record owner.
			18. Provide letter of consent to the lot line adjustment from lien holders or beneficiaries.
			19. Surveyor’s statement.
			20. Verified – “this document consisting of XX pages.....”
			21. Surveyor’s signature and date.
			22. Surveyor’s stamp.
			23. Surveyor’s License number – check against stamp.
			24. Check License –Renewal date and if license status is CLEAR. BPELS web site.

1	2	3	<i>PAGE 1 –the title and signature page (continued)</i>
			25. Business name, address and phone number shown.
			26. Certificate - <i>City of Anaheim Approval, examined and approved by....</i>
			27. Space for signature, date, and stamp.
			28. “Richard W. Hill, City Surveyor, LS 8588”.
			29. Owner’s signatures notarized – attached to LLA.
			30. Verify notary statement form is current format accepted by City Clerk/County Recorder Office
			<u>PAGE 2 – the legal description</u>
			1. Legal description for every proposed new parcel (4 maximum).
			2. Reference document numbers, book, pages, and dates verified.
			3. Reference document numbers and dates match those on page 1.
			4. Bearings in the description go the correct direction.
			5. Descriptions close mathematically. Loop closures must be less than 0.02 ft.
			6. Bearings & distances match those on the plat (bearings can be reversed on plat, i.e. NW can be SE)
			7. Area for each description shown in acres for lots greater than 1 acre. Gross & Net
			8. Area for each description shown in square feet for lots less than 1 acre. Gross & Net
			9. Signed and dated by the surveyor.
			10. Stamped by the surveyor (check expiration date).
			<u>PAGE 3 – the plat</u>
			1. A greater number of parcels than originally existed is not thereby created.
			2. All existing parcels labeled.
			3. Underlying parcels and adjacent parcels in ghost writing.
			4. All new parcels labeled.
			5. Buildable parcels numbered.
			6. Non-buildable parcels (i.e. open space, slopes, or private streets) lettered.
			7. All new parcels show gross area.
			8. All new parcels show net area (net = gross minus easements for ingress & egress).
			9. All street names shown.
			9. Add the label (PRIVATE) to the street names if such streets are private.
			10. Bearing and distance from property line to nearest cross streets’ centerline.
			11. Bearings and distances on all lot lines.
			12. All easements shown (can be on separate page), verify against maps, GIS, and title report.
			13. Easement notes – for type, party in favor of, purpose, recorded inst. no., recording date.
			14. State and show the basis of Bearings.

1	2	3	<i>PAGE 3 – the plat (continued)</i>
			15. Scale or statement “not to scale” if appropriate.
			16. North Arrow.
			17. Statement to say whether plat is from record information or a field survey.
			18. If prepared from field data, show and label controlling monumentation.
			19. Legend showing proposed lines, existing lines to be moved, easements, parcel lines to remain, etc.
			20. Heavy lines for property boundary, solid for proposed, light dash for existing to be adjusted.
			21. A sheet index map if plat is 3 pages or greater.
			22. Label the distance from street centerline to the right-of-way (street half width).
			23. Nearest cross street names labeled with distance from street centerline to nearest corner of parcel in question. (PIQ)
			24. Arrowheads clearly distinctive.
			25. Sum of partial distances shall equal total distance.
			26. Sum of partial areas shall equal total areas.
			27. Show Point Of Beginning or Point Of Commencement and True Point Of Beginning.
			28. Show City Base map Districts.
			29. Signed and dated by the surveyor.
			30. Stamped by the surveyor.
			31. All right-of-way as required by the applicable Master Plan of Streets must have been dedicated by separate deed.
			<u>THE SITE PLAN MUST SHOW:</u>
			1. All existing lot lines.
			2. All proposed lot lines.
			3. Show location of all existing structures on all parcels.
			4. Show distances between buildings and proposed lot lines.
			5. All existing and proposed easements on the site plan.
			6. Property addresses.
			7. Existing and proposed drive approaches and drive aisles
			8. Slopes, including top of slope and toe of slope elevations
			9. Location of all block walls and retaining walls
			10. Check potential conflicts with proposed easements.
			<u>APPROVAL AND RECORDATION:</u>
			1. Upon completion of plan check, consultant needs to provide the final signed and stamped LLA legal and plat.
			2. Originals are to be in ink on mylar, vellum, or bond paper.

	3. 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.
	4. All owners' signatures must be notarized.
	5. Request customer's consultant/attorney to prepare conforming deeds to complete the process.
	6. Chief of Surveys' signature in approved LLA needs to be notarized.
	7. Upon owner's written request, approved LLA will be released to the owner's designated title company or lawyer to record the LLA and conforming deeds.
	8. Public Works – Records Section needs a <u>conformed copy</u> of the recorded LLA and deeds.
	9. GIS map updates.
	10. Verify GIS map updates.
	11. Close out case and notify customer of status of Plan check deposit balance.