

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:

Four horizontal lines for inputting project details.

First Review

LLA received on:

Review completed on:

Two horizontal lines for dates.

Second review

LLA received on:

Review completed on:

Two horizontal lines for dates.

Third Review

LLA received on:

Review completed on:

Two horizontal lines for dates.

Approved date:

Horizontal line for approved date.

Signature of plan checker:

Horizontal line for signature.

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. If created prior to March 4th 1972, then a lot or parcel that has a chain of title transferring title for a considerable sum can be considered as being legal.

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.

Typical 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 involved (within last 30 days)
- Traverse sheets, including area and closure calculations
- Filing fee and checking deposit in the amount approved by City of Anaheim
- Provide backup maps and deeds
- Legal Description
- Plat
- Underlying Mapping
- Easement Documents
- Previous Check Print(s)
- Consent Letters with Signature of **each** lien holders or beneficiaries consenting to the lot line adjustment

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

1	2	3		<u>PAGE 1 –the title and signature page (continued)</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Business name, address and phone number shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Certificate - <i>City of Anaheim Approval, examined and approved by....</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Space for signature, date, and stamp.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. “Ian Easton, Chief of Surveys, LS 7016”.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Owner’s signatures notarized – attached to LLA.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Verify notary statement form is current format accepted by City Clerk/County Recorder Office
				<u>PAGE 2 – the legal description</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Legal description for every proposed new parcel (4 maximum).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Reference document numbers, book, pages, and dates verified.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Reference document numbers and dates match those on page 1.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Bearings in the description go the correct direction.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Descriptions close mathematically. Loop closures must be less than 0.02 ft.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Bearings & distances match those on the plat (bearings can be reversed on plat, i.e. NW can be SE)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Area for each description shown in acres for lots greater than 1 acre. Gross & Net
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Area for each description shown in square feet for lots less than 1 acre. Gross & Net
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Signed and dated by the surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Stamped by the surveyor (check expiration date).
				<u>PAGE 3 – the plat</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. A greater number of parcels than originally existed is not thereby created.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. All existing parcels labeled.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Underlying parcels and adjacent parcels in ghost writing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. All new parcels labeled.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Buildable parcels numbered.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Non-buildable parcels (i.e. open space, slopes, or private streets) lettered.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. All new parcels show gross area.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. All new parcels show net area (net = gross minus easements for ingress & egress).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. All street names shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Add the label (PRIVATE) to the street names if such streets are private.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Bearing and distance from property line to nearest cross streets’ centerline.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Bearings and distances on all lot lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. All easements shown (can be on separate page), verify against maps, GIS, and title report.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Easement notes – for type, party in favor of, purpose, recorded inst. no., recording date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. State and show the basis of Bearings.

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. All owners' signatures must be notarized.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Request customer's consultant/attorney to prepare conforming deeds to complete the process.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Chief of Surveys' signature in approved LLA needs to be notarized.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Public Works – Records Section needs a <u>conformed copy</u> of the recorded LLA and deeds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. GIS map updates.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Verify GIS map updates.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Close out case and notify customer of status of Plan check deposit balance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	