

LOT LINE ADJUSTMENT CERTIFICATE OF COMPLIANCE CHECKLIST

INFORMATION:

An online **DRP - Base Application - Permits and Reviews** must be completed via EPIC-LA (<https://epicla.lacounty.gov>). Incomplete applications will not be accepted. Please refer to "How to Apply Online" on our applications page (<http://planning.lacounty.gov/apps>).

Applicants are advised to consult with planning staff prior to applying at **213-974-6411** or subdivisions@planning.lacounty.gov.

Applicants must submit all of the required items listed below to determine the scope of the project. Planning staff may request the additional items as needed on a project-by-project basis. Once staff has determined what permit(s) are needed for your project, you will be referred to the permit-specific checklist.

As authorized under the provisions of Section 66412(d) of the State Subdivision Map Act, a lot line adjustment may be approved between two to four existing adjacent parcels where a greater number of parcels than originally existed is not thereby created.

REQUIRED ITEMS

1. [Owner Acknowledgement Form](#)
2. [Lot Line Adjustment Certificate of Compliance Supplemental Form](#)
3. **Provide Legible Copy of Recorded Grant Deed(s)**
4. **Lot Line Adjustment Certificate of Compliance Signature Page**
 - Fill out address
 - Must be signed by hand with blue or black ink
 - All owners on record are required to sign
 - All trustees for a property under a trust are required to sign
 - For a property owned by a LLC, corporation, or partnership, proof of signatory authority is required (refer to Item 6)
 - A scan of the original "wet signature" document is to be included with the application packet
5. **All Items Noted on The Attached Lot Line Adjustment Requirements**
6. **Draft Conveyance Deeds**

ADDITIONAL ITEMS (PROJECT-BY-PROJECT BASIS)

6. Proof of Ownership

If the project site is owned by an LLC, corporation, partnership, or trust, an ownership disclosure is required. This disclosure must list the name and addresses of the principal owners (25% or greater) and attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.

ACKNOWLEDGEMENTS

PLEASE READ THESE IMPORTANT ACKNOWLEDGMENTS:

A CONVEYANCE DEED SHALL BE RECORDED FOR EACH LOT AFFECTED BY THE LOT LINE ADJUSTMENT AS REQUIRED BY SECTION 66412 OF THE CALIFORNIA SUBDIVISION MAP ACT. THE LOT LINE ADJUSTMENT DOES NOT BECOME EFFECTIVE AND WILL NOT BE REFLECTED ON ASSESSOR'S PARCEL MAPS UNTIL THE RECORDING OF THE CONVEYANCE DEEDS HAS BEEN COMPLETED.

EACH CONVEYANCE DEED MUST INCLUDE A REVISED LEGAL DESCRIPTION THAT ACCURATELY REFLECTS THE NEW LEGAL DESCRIPTIONS INCLUDED WITH THE RECORDED LOT LINE ADJUSTMENT DOCUMENT.

PROPERTY OWNERS ARE ADVISED TO NOTIFY THEIR LENDERS UPON RECORDATION OF CONVEYANCE DEEDS.

LOT LINE ADJUSTMENT REQUIREMENTS

INSTRUCTIONS FOR FILING A LOT LINE ADJUSTMENT

All lot line adjustment cases receive a comprehensive review required to determine consistency with zoning and subdivision regulation. 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 ensure that your application can be processed in the most expeditious manner possible.

INCOMPLETE OR INADEQUATE FILINGS WILL NOT BE ACCEPTED

I. CRITERIA FOR ACCEPTANCE OF ALL FILINGS

- a. Underlying Parcels shall be legal lots pursuant to any unconditional certificate of compliance or conditional certificate of compliance which conditions have been cleared, or pursuant to approval under other provisions of the State Map Act and/or County Subdivision Ordinance.
 - i. Existing parcels involved in the proposed lot line adjustment that are not the product of a recorded parcel map or tract map will require the filing of a Certificate of Compliance application for each said parcel to be processed separately prior to the submittal of the lot line adjustment.
- b. No additional parcels may result from the LLA and any land taken from one parcel shall be added to an adjoining parcel.
- c. Certification of Inspection stamp from County Department of Public Works, Building and Safety Division shall be submitted on one copy of the LLA Map, if there are existing structures.
 - i. If any of the parcels to be adjusted are improved with a structure requiring a building permit or demolition permit, the applicant shall provide an inspection report from the Building and Safety Division of the Department of Public Works certifying that changes in lot line will not violate any ordinances or regulations administered by that department. The Department of Public Works shall collect any fees required for these services.
- d. The parcels proposed to be reconfigured by the LLA shall comply with all applicable zoning and subdivision regulations and policies.
- e. The LLA, in and of itself must not result in the need for additional improvements and/or facilities.

II. INSTRUCTIONS

An application for a lot line adjustment (LLA) shall be submitted online through EPIC-LA.

a. APPLICATION PACKAGE

i. Lot Line Adjustment Map

Tentative LLA maps shall be prepared by any competent person such as a Land Surveyor or Land Title servicing company. Maps which are incomplete or unclear will not be accepted for submission. Each tentative map shall show the following information:

1. The map shall be titled in bold letters located in lower right-hand corner as follows:
 - a. "TENTATIVE LOT LINE ADJUSTMENT MAP NUMBER ____"
 - b. North arrow, date, and scale. Maps should be oriented so that

NORTH is at the top.

- c. The dimensions and bearings to define the boundaries of the subject properties.
 - d. The lot area calculations for each existing and proposed lot. Area(s) of change shall depict existing lot lines in “red” and proposed lot lines in “green”.
 - e. Label each lot as “Parcel 1”, “Parcel 2”, etc.
 - f. The names, locations, widths, and improvements (within the rights-of-way) of all adjoining highways, streets, or ways.
 - g. The widths and approximate alignments of all existing easements, whether public or private, for access, drainage, sewage disposal, and public utilities.
 - h. The location of existing structures or improvements must be clearly and accurately drawn to scale with the distance to proposed lot lines indicated. Show house number and disposition, if any, of each structure.
 - i. The approximate location and direction of flow of all defined water courses, if applicable.
 - j. The location of any existing sewage disposal systems or septic systems, and related pipes and leach lines serving the subject property.
 - k. The location of any water wells and water systems, and related main line or lateral pipes serving the subject property.
 - l. The distances between new lot lines and each element of existing sewer, septic, well or water systems as cited in o and p above.
 - m. Calculate the square footage of all parcels before and after adjustment and show on map.
- ii. Legal Descriptions.
Proposed legal descriptions “Exhibit A” for each proposed lot, with a continuation sheet for the legal description if necessary, using only forms provided by Regional Planning. “Exhibit B” depicting the proposed lot line adjustment map to be include with the recordation of the Lot Line Adjustment.
 - iii. You will be required to submit unrecorded Conveyance Deeds for this Department to review and to include with the recordation of the Lot Line Adjustment