



City of
SANTA CLARITA
 Engineering Services
 Phone: (661) 286-4060
 www.santa-clarita.com

LOT LINE ADJUSTMENT

Plan Review Checklist

Applicant Contact Information				Project/Case Information	
Name	Mailing Address <i>street# & Name</i>			Master Case #:	Engineering Project No.:
Company	City	State	Zip	Site Address:	APN(s)
Email		Phone:		For City Use Only New Case # LLA	

Purpose of Lot Line Adjustment: _____

Plan check dates and status			Plan Reviewer: _____	Phone: _____
	Submitted	Returned	Status	Plan Check Notes
#1	_____	_____	_____	_____
#2	_____	_____	_____	_____
#3	_____	_____	_____	_____
#4	_____	_____	_____	_____

Notes: Corrections are required for Circle items
Provide a written response to all plan review comments

Step 1: Request Entitlement to Adjust Lot Lines

General Submittal Requirements:

- Plan Review Application form;
- Entitlement application form, with owner(s) notarized signature and correct assessor parcel numbers
- Documentation to justify the authorized signatory, if not an individual
- Plan review and records management fees
- Recorded certificates of compliance or filed maps for each parcel involved
- Preliminary title report for each parcel involved (no more than 90 days old)
- Latest recorded grant deed for each parcel involved
- The current assessor map(s) for each parcel involved
- Lot Line Adjustment Site Map (2 prints and a PDF file) (see separate requirements on page 4)

Prior to Entitlement, Plan Reviewer will:

- Review with Planning to obtain conditions for approval or unconditional approval
- Review with Traffic Services to obtain conditions for approval or unconditional approval
- Review with Building and Safety to obtain conditions for approval or unconditional approval

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Step 2: When entitled, submit Certificate of Compliance for Lot Line Adjustment

General Submittal Requirements:

- The current “Certificate of Compliance for Lot Line Adjustment” form (current form) from the City’s website is being used
- The correct case number (LLA) is included on the cover page (or space is available to write it in)
- The correct APN(s) are included on the second page
- The owners’ name(s) matches the title report or latest recorded grant deed exactly
- Entitlement conditions, if any, from Step 1 have been satisfied

Note: Owner(s) notarized signatures are not required until the Grant Deeds are approved by the plan reviewer

Legal Description (Exhibit A) and Sketch (Exhibit B) requirements:

- Both exhibits are sealed by a person licensed to perform land surveying in the State of California
- The correct header information is included on the exhibits (as provided on the current form)
- The legal description is clear and concise and is without ambiguity
- The legal description is technically correct and without typographical errors
- Copies of all record information referenced in the legal description is provided
- Record information in Exhibit A is shown on Exhibit B
- The data written in Exhibit A matches the data shown on Exhibit B
- Closure calculations are provided for the described areas, and show acceptable closure errors
- Closure calculation match the data shown on Exhibit B
- Pages are numbered for multi-page legal descriptions
- Sheets are numbered for multi-sheet sketches
- The sketch includes a correct scale (bar scale), north arrow, and legend, if applicable

Step 3: Submit Grant Deeds

General Submittal Requirements:

- The current “Grant Deed” form (current form) from the City’s website is being used
- The appropriate APN(s) for the specific lot are included on the second page
- The grantor(s) name(s) matches the title report or latest recorded grant deed exactly
- The appropriate Grantor(s) are included on each grant deed
- The correct case number (LLA) is included on the second page and at the bottom of the legal descriptions

Legal Description (Exhibit A) and Sketch (Exhibit B) requirements:

- Both exhibits are sealed by a person licensed to perform land surveying in the State of California
- The correct header information is included on the exhibits (as provided on the current form)
- The technical portion of the legal description is identical to the technical portion approved in the LLA
- Pages are numbered for multi-page legal descriptions
- Sheets are numbered for multi-sheet sketches
- The sketch includes a correct scale (bar scale), north arrow, and legend, if applicable

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Step 4: Complete the Process

- Plan Reviewer: Send request to GIS to Incorporate Lot Line Adjustment feature into shapefile with Case No. as an attribute
- Applicant: obtain notarized signatures from the owner(s); obtain signatures and seals from the Professional Land Surveyor on the approved certificate of compliance for lot line adjustment and the approved grant deeds; and provide the original documents to the plan reviewer
- Plan Reviewer: obtain signatures from the City Planner and City Engineering/Surveyor
- Plan Reviewer: notify applicant that the documents are ready to be picked up and recorded
- Applicant: record the documents (see recording instructions below)
- Applicant: return the original recorded LLA to the plan reviewer
- Applicant: return a copy of the recorded deeds to the plan reviewer
 - (Note: original LLA goes to the City Clerk)
- Plan Reviewer: confirm the LLA polygon, with the case number as an attribute, is included in GIS
- Plan Reviewer: scan documents to be retained and attach them to the case in the “Location Based Records Management System” (recorded LLA & deeds, title reports, signature authorities, entitlement application, site plan)
- Plan Reviewer: purge the paper files completely
- Plan Reviewer: change the case status to “archived”, and enter “Inst No.” and “Date Recorded” in Tidemark

Recording instructions:

1. Deliver the documents to the Los Angeles County Recorder’s Office for recordation
2. Record the signed, notarized, and approved Certificate of Compliance for Lot Line Adjustment
3. Write the “recording date” and “instrument number” from the recorded Certificate of Compliance for Lot Line Adjustment into the appropriate spaces on all applicable pages of the Grant Deed(s)
4. Record the signed, notarized, and approved Grant Deed(s), after completing item 3 above.
5. Provide the original Certificate of Compliance for Lot Line Adjustment to the Plan Reviewer
6. Provide a PDF of all documents (Lot Line Adjustment and Grant Deeds) to the Plan Reviewer

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Rev (08-2017)

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Lot Line Adjustment Site Map Requirements:

- A title in bold letters located in lower right hand corner as follows:
 - “Site Map of Certificate of Compliance for Lot Line Adjustment No. LLA _____ ”
 - (Lot Line Adjustment numbers will be assigned at time of application)
- Project name and description.
- North arrow (oriented to the top of the sheet), the date, and bar scale (minimum of 1” = 40’).
- Vicinity map outlining the subject properties and displaying major surrounding streets within a square mile (reproducing commercially produced maps or USGS topographical maps is not acceptable).
- Name and address of legal owner(s) and person(s) preparing the map.
- Address and assessor parcel number(s) (APN) of the project site.
- Existing and/or proposed zoning.
- All affected parcels in their entirety.
- Number each parcel (do not letter) and indicate whether ‘existing’ or ‘proposed’; i.e. “Lot 1,” “Lot 2,” etc.
- Property lines and dimensions, label both existing and proposed property lines. In addition, existing property lines are to be colored red, proposed property lines are to be colored green.
- Gross and net parcel areas, both existing and proposed.
- Distance from the property line to the centerline on any existing major streets.
- Location of all fire hydrants within 300’ of the front property line.
- Existing topography at 10’ contour intervals.
- Location of existing buildings, structures and/or improvements and their distance from property lines. If any of the parcels are improved with a structure requiring a building permit, an inspection report from the Building and Safety Division of the Department of Public Works shall be required certifying any ordinances or regulation administered by that department).
- Widths and approximate alignments of all existing public and private easements within the exterior boundaries of the lot line adjustment.
- Names, locations, widths, and improvements (within rights-of-way) of all adjoining highways and streets.
- Location of all rights-of-way, driveways, etc. If access is provided across private property, verification of the legal right to utilize said access shall be provided.
- Location and flow of all defined watercourses.
- Location of existing sewage disposal systems. If a new septic system is needed because of the Lot Line Adjustment, A Copy of a feasibility study, prepared pursuant to L.A. County Department of Health Services, shall be provided.