



L. L. A. NUMBER: _____

LOT LINE ADJUSTMENT APPLICATION

Definition per Municipal Code 9.14.150(A)(1):

“Modification of a boundary line between two or more adjacent legal parcels.”

PROPERTY INFORMATION

PROJECT PEN NUMBER(S) – if applicable: _____

REASON FOR LOT LINE ADJUSTMENT (attach additional documents if needed): _____

APN (PARCEL “A”): _____ SITE ADDRESS: _____

LEGAL DESCRIPTION (MAP / LOT): _____

OWNER’S / COMPANY NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

APN (PARCEL “B”): _____ SITE ADDRESS: _____

LEGAL DESCRIPTION (MAP / LOT): _____

OWNER’S / COMPANY NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

APN (PARCEL “C”): _____ SITE ADDRESS: _____

LEGAL DESCRIPTION (MAP / LOT): _____

OWNER’S / COMPANY NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

APN (PARCEL “D”): _____ SITE ADDRESS: _____

LEGAL DESCRIPTION (MAP / LOT): _____

OWNER’S / COMPANY NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

APPLICANT / DESIGNATED ONLINE USER

REQUIRES A REGISTERED ACCOUNT ON SIMPLICITY: [] COMPLETED

COMPANY NAME: _____ CONTACT: _____

MAILING ADDRESS: _____

PHONE #: _____ EMAIL: _____

I CERTIFY THAT ALL FILING REQUIREMENTS HAVE BEEN SATISFIED FOR MY APPLICATION.

APPLICANT’S SIGNATURE: _____

DATE APPLIED: _____

PROPERTY OWNER(S) CERTIFICATION

I/WE THE UNDERSIGNED, HEREBY CERTIFY THAT:

- 1) I AM/WE ARE THE PROPERTY OWNER(S) OF PROPERTY(IES) LISTED IN THIS APPLICATION;
- 2) I/WE AUTHORIZE AND HEREBY DO CONSENT TO THE FILING OF THIS APPLICATION;
- 3) I/WE DO HEREBY UNDERSTAND THAT IN ORDER TO BE APPROVED, THE FOLLOWING CRITERIA MUST BE MET:
 - ✓ NO NEW PARCELS MAY BE CREATED;
 - ✓ ALL PARCELS INVOLVED MUST BE LEGALLY RECOGNIZED PARCELS AS DEFINED BY ORDINANCE;
 - ✓ ALL “**NEW**” PARCELS MAY NOT BE LEFT IN SUBSTANDARD CONDITION IN FRONTAGE, LOT AREA OR GEOMETRY UNLESS A VARIANCE HAS BEEN GRANTED BY THE PLANNING COMMISSION;
- 4) I/WE DO HEREBY UNDERSTAND THAT THE CITY ENGINEER MAY IMPOSE CONDITIONS OR EXACTIONS IN ORDER TO “*FACILITATE THE RELOCATION OF EXISTING UTILITIES, INFRASTRUCTURE, EASEMENTS OR IMPROVEMENTS*” PER MUNICIPAL CODE 9.14.050(A)(3)(A);
- 5) I/WE DO HEREBY UNDERSTAND THAT THE CITY ENGINEER MAY REQUIRE A RECORD OF SURVEY “*IF MONUMENTS ARE SET AT THE NEW LOT LINES*” PER MUNICIPAL CODE 9.14.050(A)(5);

PARCEL “A” OWNER’S SIGNATURE: _____ DATE: _____

PARCEL “B” OWNER’S SIGNATURE: _____ DATE: _____

PARCEL “C” OWNER’S SIGNATURE: _____ DATE: _____

PARCEL “D” OWNER’S SIGNATURE: _____ DATE: _____

NOTE: AN AUTHORIZED AGENT MUST ATTACH A NOTARIZED LETTER OF AUTHORIZATION FROM THE LEGAL PROPERTY OWNER.

SUBMITTAL REQUIREMENTS

- A completed/signed application
- A current Grant Deed showing the legal description for each affected parcel
- A Preliminary Title Report with hyperlinks (no more than 30 days old)
 - For each affected parcel, easement(s) and right-of-way dedications;
- A legal description prior to the Lot Line Adjustment
- A legal description after the Lot Line Adjustment (**Exhibit “A”**)
 - Label additional sheets for actual legal description of adjusted parcels as “**Exhibit A**”;
 - Include closure calculations showing existing and proposed acreage of each affected lot;
- A Legal Plat (**Exhibit “B”**) which shall include:
 - North arrow, engineer’s scale bar, vicinity map & legend;
 - APN and acreage for each affected lot (before & after the Lot Line Adjustment);
 - Existing lot line to be adjusted shall be shown as a dashed line & the new lot line as a heavy solid line;
 - Surrounding parcel and/or tract numbers shall be ghosted in;
 - All street centerlines must have bearings and distances;
 - Curve data must be shown for all horizontal curves;
 - Licensed Land Surveyor or Registered Civil Engineer’s wet signature and seal;
- Proof of authority to sign on behalf of the business (i.e. power of attorney, articles of incorporation, operating agreement, corporate resolution, etc.), if applicable.
- A copy of all supporting documents (individual file for each) – as applicable