



Planning and Building Department

1414 Mission Street, South Pasadena, CA 91030

(626) 403-7220 FAX (626) 403-7221

LOT LINE ADJUSTMENT APPLICATION

APPLICATION PROCESS

Lot line adjustment applications are reviewed administratively by the Planning Division and the Public Works Departments. The assigned planner will review the proposed application. Within 30 days of your submission, you will be sent a notice informing you whether your application is complete or incomplete. If it is incomplete, a notice will be sent to you listing the required items. The application will not be deemed complete, until all the correction items have been corrected.

You will be informed by letter of the status of your application and of any conditions that the City has attached to your application. The decision becomes effective 15 days after the approval. If your request is denied or you wish to contest any condition, you may appeal the decision to the Planning Commission by submitting a written request and a fee of \$860 to the Planning and Building Department within the 15-day appeal period. The decision of the Planning Commission may be further appealed to the City Council.

Once a lot line adjustment has City approval, it must be recorded with the County of Los Angeles. It is your responsibility to record the document with the County Register/Recorder. The Lot Line Adjustment will not be final until it has been recorded.

SUBMITTAL CHECKLIST

A Lot Line Adjustment is an adjustment between two or more adjacent parcels, where the land taken from one parcel to an adjacent parcel, and where a greater number of parcels is not thereby created. The California Subdivision Map Act requires the City to review Lot Line Adjustments to ensure a greater number of new parcels are not created. The City also reviews the adjustment to verify compliance with the City's General Plan and Zoning Code.

The items in the checklist below indicate the materials required to be included with the Lot Line Adjustment Application. This list is designed to be a general guideline, and the City recommends that you contact the Planning & Building Department prior to any submittals, as additional information may be required for your project. For questions and/or additional information, please contact the Planning & Building Department at (626) 403-7220.

1. **APPLICATION FORM** Complete the attached Lot Line Application form. The property owner(s) of all affected properties must sign the application form and/or Letter of Authorization.
2. **APPLICATION FEE**
A \$2,358.00 application fee is required upon application submittal. This includes the cost for review by the City Engineer.
3. **TITLE REPORT**
Provide one (1) copy of the title report (less than 30 days old) of all the affected properties.
4. **LOT LINE ADJUSTMENT PLANS**
Plans must be prepared by a California registered Civil Engineer or Licensed Surveyor.
Lot line adjustment plans should clearly indicate the following:
 - Location of all existing and proposed lot lines with the bearings and distances noted
 - Location of all existing and proposed buildings on the site with setbacks to property lines shown
 - Legal Description and Plot Map of the existing parcels
 - Legal Description of the proposed parcel in a format acceptable to the Los Angeles County Registrar/Recorder
 - Plot Map with proposed lot lines located in a format acceptable to the Los Angeles County Registrar/Recorder
 - Dimensions of each lot and calculations of existing and proposed lot areas; and the location of all existing and proposed easements, utilities, and infrastructure

- Name and address of the record owner(s) of the property
- Name and address of the person, firm, or organization preparing the lot line adjustment
- California registered Civil Engineer or Licensed Surveyor's Wet Seal Stamp and Signature must appear on the legal description and plat map

5. In lieu of a Record of Survey, the City will accept one or more notarized Grant Deed(s) containing a legal description of the land being added to the adjacent lot(s). The Grant Deed shall be ready for recordation. The Deeds and Records MUST BE TYPED as they will be recorded, and the County Recorder will not accept illegible or unclear documents. Do not type in margins.

APPLICATION FORM

GENERAL INFORMATION

Parcel A	Parcel B	Parcel C	
_____	_____	_____	1.) Correct zoning of the subject parcel
_____	_____	_____	2.) Size of parcel before adjustment
_____	_____	_____	3.) Size of parcel after adjustment

A lot line adjustment is required to adjust a property line between two or more existing adjacent lots or parcels without creating a new lot. Lot Line adjustments are reviewed by Planning & Building Department and Public Works.

Applicant's Name: _____

Contact Address: _____

Telephone Number: _____

Fax Number: _____

Provide the following information for each property affected by the lot line adjustment. Copy and attach additional pages if needed.

Parcel A

Property Owner's Name: _____

Address: _____

APN: _____

Legal Description of Property: _____

Parcel B

Property Owner's Name: _____

Address: _____

APN: _____

Legal Description of Property: _____

Parcel C

Property Owner's Name: _____

Address: _____

APN: _____

Legal Description of Property: _____

City of South Pasadena



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LETTER OF AUTHORIZATION

TO: City of South Pasadena Planning & Building Department

FROM: Name

Address

City/State/Zip

Telephone

RE: Project Address _____

This letter is to notify you that I (we), as legal owner(s) of the property described in above and in the aforementioned application, hereby authorize the following person(s) to file and represent my (our) interest in the above referenced application(s):

NAME: _____

ADDRESS: _____

TELEPHONE: _____

SIGNATURE OF LEGAL OWNER(S): _____

Date

Date

Date

SUBSCRIBED AND SWORN TO: _____

BEFORE ME THIS _____ DAY OF: _____, _____

NOTARY PUBLIC

South Pasadena Municipal Code[Up](#)[Previous](#)[Next](#)[Main](#)[Search](#)[Print](#)[No Frames](#)[CHAPTER 36 ZONING](#)[Article 5 Subdivisions](#)[Division 36.530. Additional Subdivision Procedures](#)**36.530.030 Lot Line Adjustments.**

A. Applicability. As provided by Map Act Section 66412(d), the Lot Line Adjustment procedure is for the purpose of relocating lot lines between two or more existing adjacent parcels, where land taken from one parcel is added to an adjacent parcel and where no more parcels are created than originally existed.

1. For the purposes of this Division, an “adjacent parcel” is one that directly touches at least one of the other parcels involved in the adjustment.
2. Parcels combined by encumbrances or encroachments of existing structures shall be considered a single original parcel for purposes of an adjustment in compliance with this Division.

B. Lot Line Adjustment application and processing. A Lot Line Adjustment application shall be prepared, filed and processed as provided by this Section.

1. Application content. A Lot Line Adjustment application shall include all information and other materials required by the Department.
2. Processing. Lot Line Adjustment applications shall be submitted to the Department and shall be processed in compliance with the procedures specified by Division 36.400 (Application Filing and Processing) of this Zoning Code. An environmental review shall not be required, in compliance with the CEQA Guidelines.

C. Approval or denial of Lot Line Adjustment. The Director shall determine whether the parcels resulting from the adjustment will conform with the applicable provisions of this Zoning Code. The Department may approve, conditionally approve, or deny the Lot Line Adjustment in compliance with this Section.

Decisions made by the may be appealed to the Commission in compliance with Division 36.610 (Appeals) of this Zoning Code.

1. Required findings. A proposed Lot Line Adjustment shall be denied if the Department finds any of the following:
 - a. The adjustment will have the effect of creating a greater number of parcels than exist before adjustment;
 - b. Any parcel resulting from the adjustment will conflict with any applicable regulations of this Zoning Code; or
 - c. The adjustment will result in an increase in the number of nonconforming parcels.
2. Conditions of approval. In approving a Lot Line Adjustment, the Department shall adopt conditions only as necessary to conform the adjustment and proposed parcels to the requirements of this Zoning Code and Chapter 9 (Buildings) of the Municipal Code, or to facilitate the relocation of existing utilities, infrastructure, or easements.

D. Completion of Lot Line Adjustment. Within 12 months after approval of the Lot Line Adjustment process shall be completed in compliance with this Section through the recordation of a deed or record of survey, after all conditions of approval have been satisfied.

1. Completion by deed. A Lot Line Adjustment shall not be effective or finally completed until a grant deed or signed by the record owners has been recorded. The applicant shall submit deeds to the City Engineer for review and approval in compliance with Subsection 3. below (Review and Approval

by the Department), before recordation of the grant deed. The legal descriptions provided in the deeds shall be prepared by a qualified registered civil engineer, or a licensed land surveyor licensed or registered in the State.

2. Completion by record of survey. If required by Business and Professions Code Section 8762 et seq., a Lot Line Adjustment shall not be effective or final until a record of survey has been checked by the City Engineer and recorded by the County Recorder. Where not required, a Lot Line Adjustment may also be completed by record of survey in compliance with this Subsection at the option of the applicant.

3. Review and approval by the Department. The City Engineer shall:

- a. Examine the deeds to ensure that all record owners and lien holders have consented to the adjustment;
- b. Verify that all conditions of approval have been satisfactorily completed and that the deeds are in substantial compliance with the Lot Line Adjustment as approved by the review authority;
- c. Verify that the property owners have either obtained partial reconveyances from any mortgagor or other lien holder for any portion of a parcel being transferred to an adjacent parcel, and that any liens covering the adjacent property have been modified to cover the newly created larger parcel;
- d. If satisfied that the deeds comply with the above requirements, place an endorsed approval upon the deeds; and
- e. After approval of the legal descriptions, assemble the deeds and return them to the applicant for recordation.

4. Expiration. The approval of a Lot Line Adjustment shall expire and become void if the adjustment has not been completed as required by this Section within 12 months of approval.

(Ord. No. 2108 § 1 (part).)