



L. L. A. NUMBER: \_\_\_\_\_

LOT LINE ADJUSTMENT APPLICATION

(Consult with the Planning Division regarding all applicable development standards prior to submitting)

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

- Consult with the Planning Division regarding all applicable development standards prior to submitting.
- A completed/signed application ..... **Other Attachments**
- A current Grant Deed showing the legal description for each affected parcel ..... **Other Attachments**
- A Preliminary Title Report with hyperlinks (no more than 30 days old) ..... **Other Attachments**
  - For each affected parcel, easement(s) and right-of-way dedications;
- A legal description prior to the Lot Line Adjustment..... **Supporting Documents**
- A legal description after the Lot Line Adjustment (**Exhibit “A”**)..... **Supporting Documents**
  - 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:..... **Supporting Documents**
  - 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. .... **Other Attachments**
- A copy of all supporting documents (individual file for each) – as applicable..... **Other Attachments**