



Dennis Acuna, P. E., T. E.
Director of Transportation

COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY

Hector D. Davila, P.E.
*Deputy for Transportation/Capital
Projects*

Russell Williams
*Deputy for Transportation/Planning and
Development*

Transportation Department

FILING INSTRUCTIONS FOR LOT LINE ADJUSTMENT APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Lot Line Adjustment application. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

THE LOT LINE ADJUSTMENT FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. A completed and signed application form; with attachments, if necessary.
2. A current recorded deed of each property involved. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
3. A Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application.
4. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
5. A completed and signed original (signatures must be notarized) of the "NOTICE OF LOT LINE ADJUSTMENT" form.
6. A completed and signed Exhibit "A" - Legal Description.
7. A completed and signed Exhibit "B" – Map.
8. A completed and signed Exhibit "C" – Site Plan.
9. A minimum of three (3) ground-level panoramic color photographs clearly showing the whole project site. Include a locational map identifying the position from which the photos were taken and the approximate area of coverage of each photograph.
10. A completed and signed Survey Processing Agreement.

11. Digital copies of the all the above listed items in a format acceptable to the Survey Division (e.g. PDF).
12. Initial payment of deposit-based fees for a Lot Line Adjustment application.

For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Ombudsman staff. Click on the following link <http://rctlma.org/Departments/Administrative-Services/Ombudsman> for more information.

A LOT LINE ADJUSTMENT APPLICATION FORM

1. Type or print legibly the applicant's name, e-mail address, mailing address, phone number, and fax number.
2. Determine which property will be designated as Property "A," Property "B," Property "C," and Property "D." If the application involves fewer than four (4) properties, cross out the references to Property "C" and/or Property "D," as applicable.
3. Type or print legibly the property owner's name, e-mail address, mailing address, phone number, and fax number for each property involved in the appropriate section.
4. List the assessor's parcel number(s) and street address (if applicable) for each property involved.
5. Provide a detailed description of the lot line adjustment being requested. If additional space is necessary, use additional sheet(s) of paper.
6. Provide a detailed explanation of the **reason** for the request. If additional space is necessary, use additional sheet(s) of paper.
7. Provide the printed name and original (wet-signed) signature of the applicant.
8. Provide original (wet-signed) signatures from all property owners included as part of this application. Additional signatures may be attached as indicated above. Written permission from the property owner(s) may be submitted indicating that an authorized agent may sign on the owner's behalf. (Photocopies of signatures are UNACCEPTABLE.)
 - a. Submit a current grant deed for each parcel.

- b. Submit a Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application

B NOTICE OF LOT LINE ADJUSTMENT FORM

1. The NOTICE OF LOT LINE ADJUSTMENT form must be completed, signed, and notarized. Because this form will be one of the documents to be recorded, this form must be typed (excluding signatures). No hand written or photo copied versions will be accepted.
2. Under the Record Owners column, the record owners of all properties involved must be typed in the Record Owners section of the form. Depending on the number of property owners and/or the number of Assessor's Parcel Numbers (APN) involved, it may be necessary to use multiple copies of the NOTICE OF LOT LINE ADJUSTMENT forms to obtain all of the necessary record owners and/or notarized signatures.
3. Under the Existing Parcels column, the APN(s) for each property shall be provided in the following format: "XXX-XXX-XXX" (*first 3 digits {assessor's book number}, a hyphen, the middle 3 digits {assessor's page & block number, another hyphen, and the last 3 digits {assessor's parcel number}*). The Assessor's check digit *{the 10th digit as shown on a County tax bill for the subject property}* is not needed.
4. Under the Signature(s) of Recorded Owner section print the name of each recorded owner. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, the name of the entity and the person signing on behalf of said entity is to be printed (e.g. ABC Development, Inc., John Doe, President). That individual is to then sign on the signature line. **All signatures of record owners must be notarized.**
5. DO NOT place any text, comments, or marks within those portions of the form designated for County use.

C LEGAL DESCRIPTION (EXHIBIT "A")

1. The Legal Description Exhibit must be prepared and stamped by a licensed land surveyor or qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower).
2. The legal description for each adjusted property ("A," "B," "C," or "D," as applicable) shall be clearly identified and written, and shall include an acreage (or square footage) calculation for each property.

3. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower) who prepared the exhibit.
4. The date the exhibit was prepared.
5. If necessary, this exhibit may contain multiple pages, but if so, each page shall contain a reference indicating the applicable page number and the total number of pages (e.g. Page 1 of 3).

D MAP EXHIBIT (EXHIBIT "B")

1. The Exhibit "B" - Map must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower), and drawn to an acceptable engineers scale.
2. The Map must contain the following information:
 - a. The assessor's parcel numbers for all involved properties.
 - b. A north arrow (top of map north).
 - c. Scale (number of feet per inch).
 - d. Reference the applicable Section, Township, and Range.
 - e. Lot and record map information by separate instrument number or map.
 - f. The existing lot configuration for all properties involved showing bearings and distances for all property lines, and any existing easements.
 - g. The existing lot line(s) that is/are to be adjusted shall be shown as a dashed line and identified as "Old Lot Line," and the proposed lot line(s) shall be shown as a heavy solid line and identified as "New Lot Line."
 - h. The **proposed** new lot line(s) shall include bearing(s) and distance(s).
 - i. The proposed lot line adjustment must be designed in such a manner that the proposed lot line(s) will not laterally intersect a graded manufactured slope, and will not allow drainage from the tributary area above a manufactured slope to sheet flow over the slope face. A note shall be placed on the Map indicating "The proposed lot line will not laterally intersect a graded manufactured slope." and "No drainage from the tributary area above a manufactured slope will sheet flow over the slope face."

- j. An original stamp and wet-signed signature of the licensed land surveyor or qualified registered civil engineer's who prepared the Map.
- k. The date the Map was prepared.

E SITE PLAN EXHIBIT (EXHIBIT "C")

1. Because only certain information can be on the official recorded Lot Line Adjustment Map (Exhibit "B"), a second map is required showing additional information necessary to verify compliance with the adopted county ordinances. This information may be submitted on the attached form labeled EXHIBIT "C" - SITE PLAN. The Site Plan exhibit must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower). The following information must be included on the Site Plan:
 - a. The assessor's parcel numbers for all involved properties.
 - b. North arrow (top of map north)
 - c. Scale (number of feet per inch)
 - d. Reference the applicable Section, Township, and Range.
 - e. The overall dimensions of the property and location of adjoining lot lines showing bearings and distance.
 - f. The existing lot line(s) that is/are to be adjusted shall be shown as a dashed line and identified as "Old Lot Line," and the proposed lot line(s) shall be shown as a heavy solid line and identified as "New Lot Line." All lot lines shall include bearings and distances.
 - g. Location and names of adjoining streets. Accurately locate street centerline, and show any existing improvements such as curbs and curb cuts, gutters, and driveways.
 - h. All existing buildings, structures, easements, and septic systems shall be shown with dimensions and setbacks from the existing and proposed property lines and other buildings and/or structures. Identify the function/use of all buildings and/or structures.
 - i. Location, dimensions, arrangement, and numbering of any parking spaces or existing and/or proposed parking and loading facilities.
 - j. Location and type of existing fencing, gates, walls.

- k. Location of any existing or proposed manufactured slopes.
- l. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer's who prepared the exhibit.
- m. The date the exhibit was prepared.

NOTES:

A Lot Line Adjustment application may only be approved provided the following findings can be made:

1. The Lot Line Adjustment is limited to four or fewer existing adjoining legal parcels.
2. No new parcels are created.
3. No parcels involved are reduced below the development standards currently applied by the Riverside County Land Use Ordinance No. 348 and the Riverside County General Plan.
4. The proposed adjustment is exempt from the Subdivision Map Act and no tentative map, final map or parcel map, shall be required as a condition to the approval of a lot line adjustment.
5. Public rights-of-way are not altered in any way unless approved the Director of Transportation.

In order to process a Lot Line Adjustment (LLA) application, it is required that the properties involved be separate legal properties. Therefore, it may be necessary to process one or more Certificate of Land Division Compliance (COC) applications concurrently with the LLA application to determine compliance with the State Subdivision Map Act. If any of the properties involved were not created in accordance with the Map Act, and no COC has been previously recorded for the subject property(ies), a COC application will be required to be filed, processed, and approved for each applicable property, prior to completion of the LLA application.

Please be aware that a Lot Line Adjustment will not affect any existing easements, and in order to adjust the boundaries of more than four parcels, a landowner will have to process a new subdivision map.



Mark Lancaster
Director of Transportation

COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY

Mojahed Salama, P.E.
Deputy for Transportation/Capital Projects
Russell Williams
Deputy for Transportation/Planning and
Development

Transportation Department

APPLICATION FOR LOT LINE ADJUSTMENT

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

APPLICATION INFORMATION

Applicant's Name: _____ E-Mail: _____

Contact Person: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Land Surveyor/Civil Engineer's Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Property "A" Owner: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Assessor's Parcel Number(s) of Property "A": _____

Street Address of Property "A," if applicable: _____

Property B" Owner: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

APPLICATION FOR LOT LINE ADJUSTMENT

Daytime Phone No: (____) _____ Fax No: (____) _____

Assessor's Parcel Number(s) of Property "B": _____

Street Address of Property "B," if applicable: _____

Property "C" Owner: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Assessor's Parcel Number(s) of Property "C": _____

Street Address of Property "C," if applicable: _____

Property "D" Owner: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Assessor's Parcel Number(s) of Property "D": _____

Street Address of Property "D, if applicable": _____

Check this box if additional persons or entities have an ownership interest in the subject property(ies) in addition to that indicated above; and attach a separate sheet that references the Lot Line Adjustment number and list those names, mailing addresses, phone and fax numbers, and email addresses; and provide signatures of those persons or entities having an interest in the real property(ies) involved in this application.

The Survey Division will primarily direct communications regarding this application to the person identified above as the Applicant. The Applicant may be the property owner, representative, or other assigned agent.

AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:

I certify that I am/we are the record owner(s) or authorized agent, and that the information filed is true and correct to the best of my knowledge, and in accordance with Govt. Code Section 65105, acknowledge that in the performance of their functions, survey division personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

APPLICATION FOR LOT LINE ADJUSTMENT

(If an authorized agent signs, the agent must submit a letter signed by the owner(s) indicating authority to sign on the owner(s)'s behalf, and if this application is submitted electronically, the "wet-signed" signatures must be submitted to the Survey Division after submittal but before the subdivision is ready for public hearing.)

_____	_____
<u>PRINTED NAME OF OWNER(S) OF PROPERTY "_____"</u>	<u>SIGNATURE OF PROPERTY OWNER(S)</u>
_____	_____
<u>PRINTED NAME OF OWNER(S) OF PROPERTY "_____"</u>	<u>SIGNATURE OF PROPERTY OWNER(S)</u>
_____	_____
<u>PRINTED NAME OF OWNER(S) OF PROPERTY "_____"</u>	<u>SIGNATURE OF PROPERTY OWNER(S)</u>
_____	_____
<u>PRINTED NAME OF OWNER(S) OF PROPERTY "_____"</u>	<u>SIGNATURE OF PROPERTY OWNER(S)</u>
_____	_____
<u>PRINTED NAME OF OWNER(S) OF PROPERTY "_____":</u>	<u>SIGNATURE OF PROPERTY OWNER(S)</u>
_____	_____
<u>PRINTED NAME OF OWNER(S) OF PROPERTY "_____":</u>	<u>SIGNATURE OF PROPERTY OWNER(S)</u>
_____	_____
<u>PRINTED NAME OF OWNER(S) OF PROPERTY "_____":</u>	<u>SIGNATURE OF PROPERTY OWNER(S)</u>
_____	_____
<u>PRINTED NAME OF OWNER(S) OF PROPERTY "_____":</u>	<u>SIGNATURE OF PROPERTY OWNER(S)</u>

Check this box if additional persons or entities have an ownership interest in the subject property(ies) in addition to that indicated above; and attach a separate sheet that references the Lot Line Adjustment number and list those names, mailing addresses, phone and fax numbers, and email addresses; and provide signatures of those persons or entities having an interest in the real property(ies) involved in this application.

AUTHORIZATION FOR CONCURRENT FEE TRANSFER

The applicant authorizes the Survey Division and TLMA to expedite the refund and billing process by transferring monies among concurrent applications to cover processing costs as necessary. Fees collected in excess of the actual cost of providing specific services will be refunded. If additional funds are needed to complete the processing of this application, the applicant will be billed, and processing of the application will cease until the outstanding balance is paid and sufficient funds are available to continue the processing of the application. The applicant understands the deposit fee process as described above, and that there will be **NO** refund of fees which have been expended as part of the application review or other related activities or services, even if the application is withdrawn or the application is ultimately denied.

PROPERTY INFORMATION:

Approximate Gross Acreage: _____

General location (cross streets): North of _____, South of _____, East of _____, West of _____.

APPLICATION FOR LOT LINE ADJUSTMENT

Adjustment Requested: _____

Reason for Request: _____

This completed application form, together with all of the listed requirements provided on the Lot Line Adjustment Application Filing Instructions Handout, are required in order to file an application with the County of Riverside Transportation Department.

RECORDING REQUESTED BY
RIVERSIDE COUNTY

THIS AREA FOR RECORDER'S USE ONLY

When recorded, return to:

Riverside County Transportation Department
8th Floor County Administrative Center
4080 Lemon Street, Riverside, CA 92502-
1409
Mail Stop # 1080

No Fee, 6103 Government Code
Benefit of Riverside County Transportation Dept.

NOTICE OF LOT LINE ADJUSTMENT NO.

RECORD OWNERS	EXISTING PARCELS (Assessor Parcel Numbers)

LEGAL DESCRIPTION OF ADJUSTED PARCELS
See attached Legal Description - Exhibit "A"

SIGNATURE(S) OF RECORDED OWNER(S) (Must be Notarized)

Print Name/Title:	Signature:
Print Name/Title:	Signature:
Print Name/Title:	Signature:
Print Name/Title:	Signature:

RIVERSIDE COUNTY SURVEYOR'S APPROVAL

This document reviewed and approved by Riverside County Surveyor.

BY: _____ Date: _____

NOTARY ACKNOWLEDGEMENT

STATE OF CALIFORNIA)
COUNTY OF _____)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On _____ before me, _____,
(Date) (Name and Title of Officer)
personally appeared _____,
(Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

{SEAL}

Notary Public

EXHIBIT "A" - LEGAL DESCRIPTION
LOT LINE ADJUSTMENT NO. _____

Scale: _____

Assessor's Parcel Number(s): _____

Date Exhibit Prepared: _____

EXHIBIT "B" - MAP
LOT LINE ADJUSTMENT NO. _____

Scale: _____

Assessor's Parcel Number(s): _____

Date Exhibit Prepared: _____

EXHIBIT "C" – SITE PLAN
LOT LINE ADJUSTMENT NO. _____

Scale: _____

Assessor's Parcel Number(s): _____

Date Exhibit Prepared: _____



Mark Lancaster
Director of Transportation

COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY

Mojahed Salama, P.E.
Deputy for Transportation/Capital Projects
Russell Williams
Deputy for Transportation/Planning and
Development

Transportation Department

LAND USE and PERMIT APPLICATION PROCESSING AGREEMENT
Agreement for Payment of Costs of Application Processing
Survey Division

TO BE COMPLETED BY APPLICANT:

This agreement is by and between the County of Riverside, hereafter "County of Riverside",
and _____ hereafter "Applicant" and _____ "Property Owner".

This agreement is by and between the County of Riverside, hereafter "County", and
_____ hereafter "Applicant" and _____ "Property Owner".

Applicant name/firm and Property Owner name/firm must match on page 2, Section 4, item 1. for Property Owner, and item 2. for Applicant.

PROPERTY / PROJECT INFORMATION		Date:	
PARENT CASE # (Fast Track, TR, PM, PP, CUP, PUP, MS):		PROJECT NAME:	
DESCRIPTION (Map & Phase # / No. of Lots):			
LOCATION (Address and Cross Street Name(s)):		APN(s):	
Please designate who to contact to discuss the project.		<input type="checkbox"/> Applicant	<input type="checkbox"/> Engineer
<input type="checkbox"/> Property Owner			
ENGINEERING FIRM (NAME AS IT APPEARS ON YOUR LETTERHEAD)			
ADDRESS			
CITY / STATE / ZIP CODE			
PHONE:		CONTACT PERSON: (Last Name, First)	
FAX:		E-MAIL ADDRESS:	

For electronic submittals, please call 951-955-6700 for instructions.

If your application is subject to Deposit-based Fee, the following applies

Section 1. Deposit-based Fees

Purpose: The Riverside County Board of Supervisors has adopted ordinances to collect "Deposit-based Fees" for the costs of reviewing certain applications for land use review and permits. The Applicant is required to deposit funds to initiate staff review of an application. The initial deposit may be supplemented by additional fees, based upon actual and projected labor costs for the permit. County departments draw against these deposited funds at the staff hourly rates adopted by the Board of Supervisors. The Applicant and Property Owner are responsible for any supplemental fees necessary to cover any costs which were not covered by the initial deposit.

Section 2. Applicant and Property Owner Responsibilities for Deposit-based Fee Applications

- A. Applicant agrees to make an initial deposit in the amount as indicated by County ordinance, at the time this Agreement is signed and submitted with a complete application to the County of Riverside. Applicant acknowledges that this is an initial deposit and additional funds may be needed to complete their case. The County of Riverside will not pay interest on deposits. Applicant understands that any delays in making a

subsequent deposit from the date of written notice requesting such additional deposit by County of Riverside, may result in the stoppage of work.

- B. Within 15 days of the service by mail of the County of Riverside's written notice that the application permit deposit has been reduced to a balance of less than 20% of the initial deposit or that the deposit is otherwise insufficient to cover the expected costs to completion, the Applicant agrees to make an additional payment of an amount as determined by the County of Riverside to replenish the deposit. Please note that the processing of the application or permit may stop if the amount on deposit has been expended. The Applicant agrees to continue making such payments until the County of Riverside is reimbursed for all costs related to this application or permit. The County of Riverside is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts that would have been drawn on the deposit were it not depleted.
- C. The Property Owner acknowledges that the Applicant is authorized to submit this agreement and related application(s) for land use review or permit on this property. The Property Owner also acknowledges that should the Applicant not reimburse the County of Riverside for all costs related to this application or permit, the Property Owner shall become immediately liable for these costs which shall be paid within 15 days of the service by mail of notice to said property Owner by the County.
- D. This Agreement shall only be executed by an authorized representative of the Applicant and the Property Owner. The person(s) executing this Agreement represents that he/she has the express authority to enter into this agreement on behalf of the Applicant and/or Property Owner.
- E. This Agreement is not assignable without written consent by the County of Riverside. The County of Riverside will not consent to assignment of this Agreement until all outstanding costs have been paid by Applicant.
- F. Deposit statements, requests for deposits or refunds shall be directed to Applicant at the address identified in Section 4.

Section 3. To ensure quality service, Applicant is responsible to provide one-week written notice to the County of Riverside Transportation and Land Management Agency (TLMA) Permit Assistance Centers if any of the information below changes.

Section 4. Applicant and Owner Information

1. PROPERTY INFORMATION:

Assessors Parcel Number(s): _____

Property Location or Address:

Section, Township, and Range:

2. PROPERTY OWNER INFORMATION:

Property Owner Name: _____ Phone No.: _____

Firm Name: _____ Email: _____

Address: _____

3. APPLICANT INFORMATION:

Applicant Name: _____ Phone No.: _____

Firm Name: _____ Email: _____

Address (if different from property owner)

4. SIGNATURES:

Signature of Applicant: _____ Date: _____

Print Name and Title: _____

Signature of Property Owner: _____ Date: _____

Print Name and Title: _____

Signature of the County of Riverside, by _____ Date: _____

Print Name and Title: _____

FOR COUNTY OF RIVERSIDE USE ONLY

Application or Permit (s)#: _____

Set #: _____ Application Date: _____