

CITY OF MURRIETA

LOT LINE ADJUSTMENT

SUBMITTAL APPLICATION AND FILING INSTRUCTIONS

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

1. REQUIREMENTS FOR FILING APPLICATION:

The Engineering Submittal Form for a Lot Line Adjustment requires the completion of simple forms requiring basic information regarding ownership and legal descriptions of the properties involved; the preparation of maps illustrating the proposal and the payment of processing fee. The legal owners of the parcels involved will be responsible for the accuracy of all information submitted in connection with this application.

The items required to be submitted will be legal documents. The application form must be typed or legibly printed. **The notice of lot line adjustment form with the revised legal description and the plat exhibit must be prepared by a licensed surveyor or a registered Civil Engineer (who is licensed to practice surveying). The legal description and the plat exhibit must be stamped and wet-signed by a licensed land surveyor or a registered Civil Engineer (who is licensed to practice surveying).**

2. CRITERIA FOR ACCEPTANCE:

An adjustment may be filed to adjust the lot lines between 2 or more adjacent parcels, where the land taken from 1 parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not created. The City Engineer shall approve a lot line adjustment after receiving a recommendation from the Department and upon determining that the proposed adjustment does not:

1. Additional parcels. Create additional parcels;
2. Not legal. Include parcels which are legal, as defined in the City of Murrieta Development Code;
3. Access. Impair existing access or easements or create a need for new access or easements to adjacent parcels, and street improvements or other subdivision improvements are not required;
4. Minimum standards. Result in either 1 of the parcels failing to meet the minimum standard of City of Murrieta Development Code;
5. Public improvements. Required substantial alteration of existing public improvements or create a need for a new public improvements; or

6. Covenant of improvement. Adjust the lot line between adjacent parcels for which a covenant of improvement requirements has been recorded and all required improvements have not been completed unless the Director determines that the proposed lot line adjustment would not significantly affect the covenant of improvement requirements.

ITEMS TO BE SUBMITTED:

1. **TRANSMITTAL LETTER and SUBMITTAL APPLICATION FOR LOT LINE ADJUSTMENT**

The letter must specify what is being submitted and why. The application must be completed and included. (Submit a copy of the grant deed for each existing parcel).

1. **NOTICE OF LOT LINE ADJUSTMENT - Four copies** of the "NOTICE OF LOT LINE ADJUSTMENT" form. Once the application is acceptable to form by the Engineering Department, the Notice of Lot Line Adjustment form will require notarized signatures of the property owners.
2. **EXHIBIT "A" - Four copies** of the revised metes and bounds legal descriptions reflecting the new lot line configuration for each affected parcel. Use additional sheets for the actual legal description of the adjusted parcels. Label the legal descriptions as Exhibit "A".
3. **EXHIBIT "B" – LOT LINE ADJUSTMENT PLAT - Four copies.** This map must be legibly drawn on 8 ½ x 11 as approved by the Engineering Department and labeled as Exhibit "B". At least the following information must be provided on the map (additional information may be required):
 - Map scale and north arrow.
 - Assessor's Parcel Numbers.
 - The location of the project site in relation to existing streets and the distance to the nearest cross street. (Must be detailed enough to allow someone not familiar with the area to locate the project site)
 - The existing and proposed lot layout; Show bearings and distances for all parcels lines where such information is necessary for reasonable interpretation of the legal description or to ascertain compliance with zoning or building codes or protection of the interest of easement holders. Use a heavy solid line for the project boundary, solid lines for proposed property lines and light dashed lines for existing property lines to be adjusted. Existing Easements shown also.
 - A number for each parcel (Parcel 1, Parcel 2, etc.) and the net area of each parcel. Net equals the gross area minus rights-of-way granted to the general public.
 - Minimum size of letters to be 0.10 inches
 - Signature and seal of professional authorized to practice land surveying pursuant to Section 8700 through 88065 of the *Business and Professions Code*, State of California.

- A signature block shall be placed on the map for City approval:

“ This map is for reference only in conjunction with Lot Line Adjustment number _____ approved by the City of Murrieta on _____. The Lot Line Adjustment will not be effective unless and until the required deeds have been recorded. Authority for recording such deed in accordance with this approval shall expire on the same day of the first month following the approval date indicated hereon.”

CITY OF MURRIETA
ACTING CITY SURVEYOR

Michael L. Foreman, Land Surveyor
PLS 5778

4. **DRAFT OF NEW GRANT DEED(S)** (Three Copies)

The City plan checker will review the draft of the new grant deeds. However, ***it is the applicant's responsibility to record the grant deeds within one (1) month following the approval date indicated on the Notice of Lot Line Adjustment. The Lot Line Adjustment will not be effective until the required deeds have been recorded.***

5. **SITE MAP – FOR REFERENCE** (Two Copies)

This map is for reference only. The map will not be recorded. The intent for this map is to show existing condition of the site. Therefore, this map shall include but not limited to the following items:

- The location and width of all existing or proposed easements or right-of-way, whether public or private, for roads, drainage, sewers or flood control purposes. Label the easements as existing or proposed and indicate to whom the easement is granted.
- The location of any above ground or underground structures on the site. Dimension distances from proposed property lines to structure, use measured distances if the structure is within 10 feet of a proposed property line, approximate distances are acceptable if clearly outside of 10 feet from a proposed lot line and if labeled “+/-.” If there are no structures on the lots proposed for adjustment, add a note on the map stating that fact.
- Current Title Report or title document showing trust deeds and easements (within thirty days).

6. **CLOSURE CALCULATIONS** showing the existing and proposed acreage of each lot affected by the Lot Line Adjustment.

7. **RECORDED MAPS** that are used as reference for established lines.

8. **ASSESSOR'S MAPS AND OWNERS RECORDS**

9. **PROCESSING FEE:** A fee for the processing of an application for a Lot Line Adjustment shall be in accordance with the Fee Schedule adopted by the City Council.
10. **COPY OF RECEIPT** for all mitigation fees paid. Due to the Lot Line Adjustment, additional mitigation fees may be required.

IV. **PROCEDURE:**

1. Interested parties should check with the Planning Department and/or Engineering Department to determine whether the proposal complies with all applicable State and County laws, ordinances and regulations.
2. The applicant should prepare the forms and plat and submit the application together with the processing fee to the Engineering Department.
3. The plat and legal description will be reviewed by the City Engineer to determine whether they are technically correct. The Notice of Lot Line Adjustment, plat and legal descriptions will be reviewed to verify compliance with established City policy and procedures, with zoning and land use ordinances, and with administrative procedures established by the Development Services Director and Engineering Manager. When the entire application is acceptable, evidence that the Lot Line Adjustment has been approved together with a reproducible copy of approved Notice of Lot Line Adjustment, legal descriptions; plat and copies of new deeds shall be submitted to the City for signature by the Engineering Manager. It is the applicant's responsibility to complete the submittal and recordation of the new deeds within one (1) month following the City approval of the Lot Line Adjustment. If the deeds are not recorded within one (1) month, the approved Lot Line Adjustment is no longer applicable.
4. **MITIGATION FEE REVIEW.**
5. After the Notice of Lot Line Adjustment and plat are signed by the City the Notice of Lot Line Adjustment, the legal description and the plat will be recorded by the City Clerk's office. It is the applicant's responsibility to record the new deeds in conformance with the Lot Line Adjustment and submit one copy of the recorded new deeds to the City. If the application is disapproved, the decision may be appealed to the City Council upon filing of a notice with the Engineering Manager within fifteen (15) calendar days of the decision.
6. **RECORD OF SURVEY:**
A Record of Survey shall be required pursuant to Section 8762 of the Business and Professions Code if monuments are set at the new lot lines.

When Recorded, Return Original To: CITY OF MURRIETA Attn. City Clerk's Office 1 Town Square Murrieta, CA 92562	
And Return Copy To:	
THIS SPACE TO BE USED BY THE RECORDER'S OFFICE	

NOTICE OF LOT LINE ADJUSTMENT LLA- _____.

Record Owners (print or typed)	Assessors Parcel Number of Existing Parcels

Legal Description of Adjusted Parcel (s)
See Exhibit "A" attached hereto

<p>I (we) hereby certify that 1.) I am (we are) the record owner(s) of all parcels proposed for adjustment by this application, 2.) I (we) have knowledge of a consent to the filing of this application and 3.) The information submitted in connection with this application is true and correct. Signature(s) of Record Owner(s):</p>	<p><u>DEPARTMENT USE ONLY</u></p> <p>This Notice of Lot Line Adjustment No. _____ is hereby approved. Date: _____</p> <p>By: _____ Michael Lee Foreman, Acting City Surveyor LS 5778</p> <p>By: _____ Robert K. Moehling, City Engineer</p> <p>Attest: _____ City Clerk, City of Murrieta</p> <hr/> <p>The Lot Line Adjustment will not be effective unless and until the required deed(s) have been recorded. Authority for recording such deed(s) in accordance with this approval shall expire on the same day of the month following the approval date indicated above.</p>
<p>Pcl A:</p> <p>Sign: _____</p> <p>Type Name, Company & Title:</p>	
<p>Pcl B:</p> <p>Sign: _____</p> <p>Type Name, Company & Title:</p>	
<p>Pcl C:</p> <p>Sign: _____</p> <p>Type Name, Company & Title:</p>	
<p>Pcl D:</p> <p>Sign: _____</p> <p>Type Name, Company & Title:</p>	

Attach Appropriate Notary Acknowledgement Form(s) for all Signatures

EXHIBIT "A"

OWNERS	EXISTING PARCELS ASSESSOR'S PARCEL NO.	PROPOSED PARCELS REFERENCE NUMBER

EXHIBIT "B"

LOT LINE ADJUSTMENT NO. _____

LOT LINE ADJUSTMENT PLAT

"This map is for reference only in conjunction with Notice of Lot Line Adjustment number _____. approved by the City of Murrieta on _____. The Lot Line Adjustment will not be effective unless and until the required deed(s) have been recorded. Authority for recording such deed(s) in accordance with this approval shall expire on the same day of the month following the approval date indicated hereon."

CITY OF MURRIETA
Acting CITY SURVEYOR

Michael L. Foreman, Land Surveyor
PLS 5778

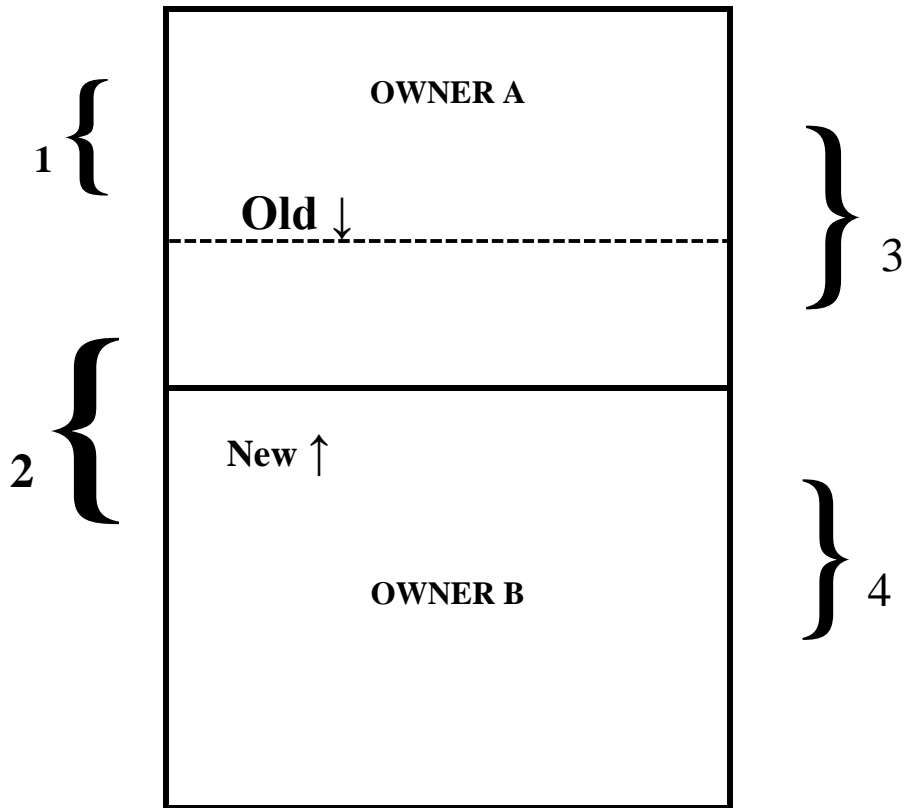
EXAMPLE OF GRANT DEED (S) FOR LOT LINE ADJUSTMENT

The deeds shall describe the adjusted whole property.

New #4 One deed: A grants to B
New #3 One deed: B grants to A
New #3 One deed: A&B grants to A

OLD

NEW



RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

SAMPLE

MAIL TAX STATEMENTS TO

Exempt per GC6103

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN _____

GRANT DEED

The undersigned grantor(s) declare(s):

Documentary transfer tax is \$ 0.00

computed on full value of property conveyed, or

computed on full value less value of liens and encumbrances remaining at time of sale.

Unincorporated area: City of Murrieta, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,
hereby GRANT to

the following described real property in the City of Murrieta, County of Riverside, State of California:

DATED _____

By: _____
(Typed Name and Title)

By: _____
(Typed Name and Title)

STATE OF CALIFORNIA:

COUNTY OF RIVERSIDE:

On _____ before me, _____ /Notary Public (here insert name and title of the officer), personally appeared _____, 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.

Signature _____

(Seal)

MAIL THIS STATEMENT AS DIRECTED ABOVE