



## Planning Department and Public Works Department

### LOT LINE ADJUSTMENT PROCESSING

When a Lot Line Adjustment (LLA) Application is submitted, it is to be reviewed for completeness. (See "Guide to the Certificate of Compliance/Lot Line Adjustment Application.") The application package should consist of:

- Completed Master Planning Application
  - Applicable fees
  - Three (3) copies of the Lot Line Adjustment Map
  - Three (3) copies of the Owner's Statement form (1 copy needs to be notarized)
  - Three (3) copies of the Assessor Map
  - Two (2) copies of the Title Reports
  - One (1) original Certificate of Compliance form. Legal description of the new parcel (after the adjustment) shall be included on the Certificate of Compliance form.
  - Names typed or printed and signed on the Certificate of Compliance form.
1. Enter the new case into the computer (Energov.com) to obtain the Certificate of Compliance number. Put the number on Master Planning Application form.
  2. Collect the Planning Lot Line Adjustment filing fee and the Engineering Plan Check fee.
  3. Put the application submittals in a blue Planning Department file folder and put the case number on the file folder.

#### PROCESS

1. Proposal must meet the requirements of the City's General Plan and Zoning Ordinance. (This can be done by the Case Planner for the Assistant Director's concurrence).
2. Give the file to the Engineering Department for plan check. Note: never send the case file off-site for plan check (make copy). Engineering is to provide Planning Department with a copy (or email) of the transmittal sheet when submitting to the City Engineering Plan Checker.
3. When the Engineering Department is finished with the plan check process, the file is then given to the case planner, who will verify that the proposed LLA still meets the General Plan and Zoning Code. (During the plan check process, the corrections or revisions may cause the LLA to no longer be in compliance).
4. The Lot Line Adjustment file is then given to the Planning Director for signature.
5. After the Director signs the document, the file goes back to the case planner, who will contact the applicant to make arrangement for them to arrangement for a Title Company to pick up the document for recordation at the Los Angeles County Recorder's office. (The city does not record private Lot Line Adjustment applications, or any other private document. The City only records documents that relate to City business.)
6. The Lot Line Adjustment "Pick Up" Signature form must be completed and signed by the applicant's representative picking up the document (the form is in the handout drawer at the counter). The original form must be put in the case file.
7. The Los Angeles County Recorder's Office will mail the original recorded document to the City Clerk and she will file the Lot Line Adjustment in the vault. A copy of the LLA is given to the case planner, who has been keeping the file in his/her office until the recordation has taken place and the City Clerk gives him/her a copy of the original document. The file can then be processed for final archiving.