

FILING INSTRUCTIONS
FOR
LOT LINE ADJUSTMENT

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 will be processed in the most expeditious manner possible.

I. REQUIREMENTS FOR FILING APPLICATION

The application for a lot line adjustment requires the completion of forms requesting basic information regarding ownership and legal descriptions of the properties involved, the preparation of maps illustrating the proposal, and the payment of the processing fee. The legal owners of the parcels involved will be responsible for the accuracy of all information submitted in connection with this application.

Required items to be submitted will eventually become legal documents that must be recorded if the request is approved. Therefore, the forms must be typed, and the exhibits drawn legibly. Also, to assure the reproducibility of the documents, black ink must be used on all forms and maps.

The lot line adjustment shall be prepared by a licensed surveyor or registered civil engineer authorized to practice land surveying pursuant to Sections 8700 through 8806 of the Business and Professions Code, State of California. The application page and all exhibits shall be stamped and wet signed by the surveyor or engineer who prepared the lot line adjustment.

II. CRITERIA FOR ACCEPTANCE

An application for a lot line adjustment will be accepted when it can be determined that the proposal complies with all of the following specifications:

1. The project site described in the proposal consists of legal building sites.
2. Any land taken from one parcel will be added to an adjacent parcel and no additional parcels will result from the lot line adjustment.
3. The project complies with the requirements of the California Environmental Quality Act.
4. The proposal is consistent with the General Plan.
5. The parcels proposed to be created by the lot line adjustment comply with all applicable zoning regulations.

6. The lot line adjustment, in and of itself, will not result in the need for additional improvements and/or facilities.

III. ITEMS TO BE SUBMITTED

1. APPLICATION FOR LOT LINE ADJUSTMENT

This form must be filled out completely and legibly. The record owners of all parcels involved must sign the application form. All signatures are to be notarized. Full legal descriptions for the existing parcels must accompany the application. (Submit a copy of the grant deed for each parcel.)

2. EXHIBIT "A" - LEGAL DESCRIPTIONS

Complete this form with the names of the current record owners, assessor parcel numbers and legal descriptions of the proposed parcels. Please type this form as it will be one of the recorded documents.

3. EXHIBIT "B" - LOT LINE ADJUSTMENT MAP

The map must be drawn in black ink on the 8½" x 14" form provided. The map must be clear and readable. At least the following information must be provided on the map (additional information may be required):

- Map scale and north arrow
- 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 parcel lines. 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. See attached sample map.
- A number for each parcel (Parcel 1, Parcel 2, etc.) and the net area of each parcel. Net area equals the gross area minus any easements that restrict the surface use of the property, such as vehicular, pedestrian, or utility easements.

4. SITE PLAN

Since 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 adopted City ordinances. This information may be submitted on the attached form labeled SITE PLAN. The following information must be included on the Site Plan:

- The location and width of all existing or proposed easements or rights-of-way, whether public or private, for roads, drainage, sewers, utilities, 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 and distances from proposed property lines to these structures. If there are no structures on the lots proposed for adjustment, add a note on the map stating that fact.

5. REPORTS AND CALCULATIONS

- A copy of the traverse calculations and a copy of the title report shall be submitted with the application.

6. PROCESSING FEE

A fee of \$_____ has been established for the processing of an application for a lot line adjustment.

IV. PROCEDURE

1. Interested parties should check with the Cypress Planning Division to determine whether the proposal complies with all applicable State and local laws, ordinances, and regulations, before any other work commences.
2. The applicant should prepare the forms and map and submit the ORIGINALS to the Planning Division. The map and legal descriptions will be reviewed by the Engineering Division to determine whether they are technically correct and in an acceptable form to be recorded. The applications, map, and site plan 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 Planning Division.
3. When the entire application is acceptable, the processing fee must be paid. The Planning Division will then forward the application to the Director of Public Works.
4. The Community Development Director and Director of Public Works, acting as Advisory Agency for purposes of the Subdivision Map Act, shall either approve or disapprove the application. The City Engineer's approval action shall include affixing his seal on the application..
5. If the application is approved, the appropriate documents will be recorded in the Office of the Orange County Clerk-Recorder. It is the applicant's responsibility to record grant deeds in conformance with the lot line adjustment. The time limit to complete this recordation is _____.

If the application is disapproved, the decision can be appealed upon filing of a notice with the City Council, within ten (10) days of the decision.

AFTER RECORDATION PLEASE RETURN TO:

CITY OF CYPRESS
COMMUNITY DEVELOPMENT DEPARTMENT
5275 ORANGE AVENUE
CYPRESS, CA 90630

(Space Above This Line for Recorder's Office Use Only)

CITY OF CYPRESS

APPLICATION FOR LOT LINE ADJUSTMENT

Name of Property Owner _____ Phone (____) _____

Address _____
Street City & State Zip Code

Name of Property Owner _____ Phone (____) _____

Address _____
Street City & State Zip Code

<p>I (we) hereby request approval of Lot Line Adjustment No. _____, allowing a lot line adjustment in which no more parcels are created by the division than existed prior to it, and which does not substantially change the size or shape of the parcels involved.</p> <p>The property is located at _____ Attach Legal Descriptions.</p> <p>Name of Licensed Surveyor or Registered Engineer who prepared the Lot Line Adjustment:</p> <p>Name _____ License/Reg. No. _____</p> <p>Address: _____ Street City & State Zip Code</p> <p>Phone (____) _____</p>	<p>Stamp of Registered Civil Engineer/Licensed Surveyor</p>
---	---

I/we hereby state, under penalty of perjury, that I/we am/are the Owner(s) of the property(ies) involved and consent to the filing of this Lot Line Adjustment. Furthermore, I/we hereby certify that the foregoing statements, maps, drawings, plans and specifications attached hereto are true and correct and further agree to any adjustment permitted in reliance thereon being null and void in the event the data submitted is not true and correct.

Date _____ Owner's Signature _____

Title _____

Date _____ Owner's Signature _____

Title _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public _____

AFTER RECORDATION PLEASE RETURN TO:

CITY OF CYPRESS
COMMUNITY DEVELOPMENT DEPARTMENT
5275 ORANGE AVENUE
CYPRESS, CA 90630

EXHIBIT A

LOT LINE ADJUSTMENT NO. LL -

(LEGAL DESCRIPTIONS)

OWNERS	EXISTING PARCELS AP NUMBER	PROPOSED PARCELS REFERENCE NUMBER

AFTER RECORDATION PLEASE RETURN TO:

CITY OF CYPRESS
COMMUNITY DEVELOPMENT DEPARTMENT
5275 ORANGE AVENUE
CYPRESS, CA 90630

EXHIBIT A

LOT LINE ADJUSTMENT NO. LL -

(LEGAL DESCRIPTIONS)

OWNERS	EXISTING PARCELS AP NUMBER	PROPOSED PARCELS REFERENCE NUMBER
John Smith	104-401-11	Parcel 1
James White	104-401-12	Parcel 2

PARCEL 1:

Lot 4 of Tract No. 4001 as shown on a map recorded in M.M. 167, Pages 31 through 33, Records of Orange County, California, along with that portion of Lot 5 of said Tract No. 4001 described as follows:

Beginning at the Northeast corner of said Lot 5; thence along the East line of said Lot S. 0° 39' 23" W., 5.00 feet; thence N. 87° 09' 53" W., 165.11 feet to the Northwest corner of said Lot; thence along the North line of said Lot S. 88° 54' 00" E., 165.00 feet to the point of beginning.

PARCEL 2:

Lot 5 of Tract No. 4001 as shown on a map recorded in M.M. 167, Pages 31 through 33, Records of Orange County, California.

EXCEPTING THEREFROM the following described parcel of land:

Beginning at the Northeast corner of said Lot 4; thence along the East line of said Lot S. 0° 39' 23" W., 5.00 feet; thence N. 87° 09' 53" W., 165.11 feet to the Northwest corner of said Lot; thence along the North line of said Lot S. 88° 54' 00" E., 165.00 feet to the point of beginning.

SAMPLE

AFTER RECORDATION PLEASE RETURN TO:

CITY OF CYPRESS
COMMUNITY DEVELOPMENT DEPARTMENT
5275 ORANGE AVENUE
CYPRESS, CA 90630

EXHIBIT B

LOT LINE ADJUSTMENT NO. LL -

(MAP)

OWNERS	EXISTING PARCELS AP NUMBER	PROPOSED PARCELS REFERENCE NUMBER

AFTER RECORDATION PLEASE RETURN TO:

CITY OF CYPRESS
COMMUNITY DEVELOPMENT DEPARTMENT
5275 ORANGE AVENUE
CYPRESS, CA 90630

SITE PLAN

LOT LINE ADJUSTMENT NO. LL -

OWNERS	EXISTING PARCELS AP NUMBER	PROPOSED PARCELS REFERENCE NUMBER

PROPERTY LINE CURVE DATA:

A Δ 30° 30' 54" R: 38.00' L: 20.24'
B Δ 37° 38' 09" R: 38.00' L: 24.56'