



**CERTIFICATE OF COMPLIANCE
LOT LINE ADJUSTMENT**
GENERAL INFORMATION AND FILING INSTRUCTIONS

DEFINITION:

As authorized under the provisions of Section 66412(d) of the State Subdivision Map Act, a lot line adjustment may be approved between two or more existing adjacent parcels where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created.

All lot line adjustments receive the comprehensive review required of land divisions in compliance with the City's Subdivision requirements.

INSTRUCTIONS FOR FILING A REQUEST 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 can be processed in the most expeditious manner possible.

I. CRITERIA FOR ACCEPTANCE OF ALL FILINGS

- A. Parcels which are eligible for Unconditional Certificates of Compliances and improved with primary structures.
- B. Parcels or lots approved under the procedures of the Subdivision Ordinance or any former County ordinance regulating the design and improvement of subdivisions.
- C. All or any portion of a former utility or public right-of-way.
- D. No additional parcels will result from the lot line adjustment and any land taken from one parcel will be added to an adjacent parcel.
- E. Certification of Inspection report from County Engineer, if there are existing structures.
- F. The lots proposed to be created by the Lot Line Adjustment comply with all applicable zoning and subdivision regulations .
- G. The lot line adjustment, in and of itself, will not result in the need for additional improvements and/or facilities.

II. INSTRUCTIONS

Persons wishing to file an application for a lot line adjustment may do so at the City of Rolling Hills, 2 Portuguese Bend Road, Rolling Hills, CA 90274. To insure prompt and adequate service, it is requested that an appointment be made to discuss or file your application. INCOMPLETE OR INADEQUATE FILINGS WILL NOT BE ACCEPTED.

A. APPLICATION PACKAGE

1. Lot Line Adjustment Map

Tentative lot line adjustment maps may be prepared by any competent person. Maps which are incomplete or unclear will not be accepted for submission. Maps should be approximately 18" x 26" whenever practical. The applicant shall submit 2 prints (on white background).

Each tentative map shall show the following information:

- a. The map should be titled in bold letters located in lower right hand corner as follows: "TENTATIVE LOT LINE ADJUSTMENT" "MAP NUMBER (*)"
- b. North point, date and scale. Maps should be oriented so that NORTH is at the top.
- c. The dimensions and record boundaries of the total ownership.
- d. Sufficient dimensions and record boundaries so as to define the boundaries of the subject properties.
- e. The approximate boundaries, dimensions, and area of each proposed lot.
- f. A number for each lot (no letters).
- g. The names, locations, widths and improvements (within the rights-of-way) of all adjoining highways, streets, or ways.
- h. The widths and approximate alignments of all easements, whether public or private, for access, drainage, sewage disposal, and public utilities which are existing.
- i. The location of the nearest fire hydrant(s) located within 500 feet of the lots.
- j. The approximate boundaries, dimensions, and area of each proposed lot.
- k. Indicate topography by showing approximate contours.
- l. The location of existing structures or improvements must be clearly and accurately drawn to scale and indicate the distance to proposed lot lines. If it is impossible or impractical to describe such structures or improvements on the

tentative map, such information should be submitted on a separate sheet. Show house number and disposition of each structure.

- m. The approximate location and direction of flow of all defined water courses.
 - n. A vicinity map, or indicate the location and distance of the lots in relation to the nearest existing cross streets.
 - o. Present and proposed zoning.
 - p. The location of any existing sewage disposal system.
 - q. The distance from new lot line to the house lateral or private sewage disposal.
 - r. Fold maps to approximately 8-1/2" x 11" with the map number showing on front.
 - s. Calculate the square footage and net lot area of all parcels before and after adjustment and show on map.
- 2. Lot Line Adjustment Application Package
 - 3. Names

All names must appear typed and signed on the Lot Line Adjustment Application.

- 4. Property owner's radius map and property owner's labels.

A map is required showing the existing properties, within or partially within a 1,000 foot radius of the exterior boundaries of the property under consideration, including the subject property. Prepare three complete lists of property owners of each parcel with mailing address on mailing labels. Assign a number to each name on the list to correspond with the map numbers.

- 5. Assessor Maps

Submit a print of the most recent Assessor Map Book page or pages covering the proposed lot line adjustment.

- 6. Land Contract or Grant Deed

Submit one copy of land contract or grant deed.

- 7. Filing Fee made out to the City of Rolling Hills.

Any questions regarding status of tentative maps after submission should be directed to the City of Rolling Hills Planning Department at (310) 377-1521.

NOTICE

The City of Rolling Hills, in accepting your application, is not guaranteeing that your application will be approved. Any fees collected are not refundable.

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