



LOT LINE ADJUSTMENT REQUIREMENTS

PUBLIC WORKS, WATER & DEVELOPMENT SERVICES

Engineering Division
(323) 583-8811 Ext. 246

All proposed lots shall meet the minimum zoning and building code requirements, including but not limited to: 150 foot frontage, minimum lot size of allowable area and (1) acre for all uses, setbacks, fire access, drainage, parking and loading. Each lot shall be required to be provided with independent utility services.

SUBMITTAL REQUIREMENTS

1. Application Form and Fee

- Application form must be filled out completely.
- Provide a \$2,260 review and processing fee.

2. Notarized Letter of Consent

- Provide a signed and notarized letter from each of the property owners acknowledging and consenting to the proposed lot line adjustment.
- Letter must be signed by the appropriate officers of the entity. Refer to the "Signature Requirements for City Agreements" sheet for the required signatures.
 - When only one signature is provided, proof of the person's authorization in his/her sole capacity to bind the corporation or partnership shall be supplied to the City. Provide City with "Articles of Organization" or "Statement of Partnership Authority".

3. Vesting Deed(s) and Title Report(s)

- Most recent recorded deed(s) for all properties involved.
- Title report(s) showing current ownership of all properties involved.

4. Exhibits

- Exhibits must be prepared and wet stamped by a land surveyor registered in the state of California or a registered civil engineer with registration prior to January 1982.
- Provide copies of recorded documents referenced in the legal descriptions.
- Provide closure calculations to support metes and bounds descriptions if one is used.
- Legal description and map of the existing parcels.
 - Provide full legal descriptions for each existing parcels. Each existing parcel shall be individually described and numbered.
- **Exhibit "A" – Lot Line Adjustment Legal Description** (For recording with the Certificate of Compliance)
 - Provide a legal description of the perimeter of the merged parcel. Each new parcel shall be individually described and numbered.
- **Exhibit "B" – Lot Line Adjustment Map** (For recording with the Certificate of Compliance)
 - Maps must be drawn in black ink in an 8½" x 11" format.
 - Map scale and north arrow must be provided.
 - Map shall show solid lines for the proposed parcel lines and light dashed lines for the parcel lines being removed.
 - Identify interior parcel line in the following manner "PARCEL LINE BEING RELOCATED", "PARCEL LINE BEING REMOVED", "PARCEL LINE TO REMAIN", "NEW PARCEL LINE" as applicable.
 - Show bearings and distances for all parcel lines. Bearings and distances shall be based upon recorded documents and maps.

5. Signed Deed(s)

- Per the Subdivision Map Act, a Lot Line Adjustment shall be reflected in a deed, which shall be recorded.
- Copy of the signed deed must be submitted to the City prior to Lot Line Adjustment approval.
- Re-conveyance Deed shall contain the precise legal description of the adjusted lots.
- Deed shall be recorded concurrent with the Certificate of Compliance for Lot Line Adjustment.

6. Site Plan

- Submit a site plan of existing improvements and parking with the existing and proposed property lines plotted on the plan. This plan shall be to scale and fully dimensioned.

7. Development/Plot Plan

- Submit development/plot plan showing all existing and/or proposed improvements on the property including the following:
 - Site address, north arrow and scale (no less than 1"=40')
 - Overall dimensions of the entire property. Including total square footage of each use including, but not limited to, industrial, warehousing, and office uses.
 - Location, by dimension, and proper labeling of all:
 - o Buildings and structures (existing and proposed).
 - o Provided automobile parking, truck parking, and truck loading spaces as well as their relative required maneuvering areas.
 - o Required automobile parking, truck parking, and truck loading spaces and truck maneuvering areas.
 - o Driveways, alley, and access ways, including driveway entrances (including drive way width) to and from public streets.
 - o Site drainage. Proposed drainage patterns and proposed changes in drainage.
 - o Existing and proposed utility services
 - o Existing or proposed public or private easements.
 - o Floor plans showing:
 - The proposed location of all heavy machinery used in manufacturing (i.e. punch press, drop hammers, riveters, automatic screw machines, etc.) and any proposed mooring or foundations; and
 - The areas proposed for storage, use, processing of explosive, toxic, infectious, or hazardous materials and the facilities proposed to protect them.



LOT LINE ADJUSTMENT APPLICATION

City of Vernon

Public Works, Water and Development Services

Date of Submittal: _____

Reason for Lot Line Adjustment: _____

Assessor's Parcel Number: _____

Address of Parcel: _____

Name of Legal Owner: _____

Address of Owner: _____

Contact Person: _____ Email: _____

Assessor's Parcel Number: _____

Address of Parcel: _____

Name of Legal Owner: _____

Address of Owner: _____

Contact Person: _____ Email: _____

APPLICANT

Company Name: _____

Address: _____

Name, Title: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____

SURVEYOR/ENGINEER

Name of Consulting Firm: _____

Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

SUBMITTAL CHECKLIST

- Legal description and map of existing parcels.
- Exhibit "A" – Lot Line Adjustment Legal Description.
- Exhibit "B" – Lot Line Adjustment Map.
- Recorded documents referenced in legal descriptions.
- Signed and notarized letter of consent from each property owner.
- Property grant deed for all properties involved.
- Title report for all properties involved.
- "Articles of Organization" or "Statement of Partnership Authority"
- Site Plan for each property involved showing existing improvements, parking, existing and proposed property lines. Plans shall be to scale and fully dimensioned.
- Closure calculations (for metes and bounds descriptions)
- Re-conveyance Deed.
- \$2,260 Review and Processing fee.

EXHIBIT "A"
LOT LINE ADJUSTMENT
LEGAL DESCRIPTION

SAMPLE



RIVER ESTATES

122 BM 15

LOT 52

SE COR LOT 52
122 BM 15

LOT 51

N 90° 00' 00" E

126.00'

LOT 53

68.00'

58.00'

PARCEL LINE
BEING REMOVED

N 00° 00' 00" W
51.00'

WEST LINE
PARCEL 1
20040701 O.R.2782

NEW PARCEL
LINE

EAST LINE
PARCEL 1
98 PM 23

PARCEL LINE
TO REMAIN

N 00° 00' 00" W
5.00'

PARCEL 1
CERTIFICATE
OF COMPLIANCE
BK 20040701 O.R.
PG 2782

PARCEL 1
98 PM 23

PARCEL 1
ACRES

PARCEL 2
ACRES

12.5' PUE PER
BK 20040501
O.R. PG 1588

N 00° 00' 00" W
125.00'

N 00° 00' 00" W
94.00'

125.00'

145.00'

N 00° 00' 00" W

63.00'

63.00'

20.00'

20.00'

20.00'

63.00'

63.00'

320' +/-

P.O.B

N 00° 00' 00" E

126.00'

STREET

NAME

STREET

NAME



SURVEYOR'S
STAMP &
SIGNATURE

SHOW BASIS
OF BEARINGS

**SAMPLE
EXHIBIT MAP**

SURVEYING FIRM

**EXHIBIT B
CERTIFICATE OF COMPLIANCE**

**LOT LINE ADJUSTMENT
ADDRESS**

CITY OF VERNON, CALIFORNIA

SCALE:
1" = 30'

DATE:
1-1-14

SHEET
1 OF 1

WHEN RECORDED RETURN TO:
City of Vernon
4305 Santa Fe Avenue
Vernon, CA 90058
Attn: City Clerk

CERTIFICATE OF COMPLIANCE FOR LOT LINE ADJUSTMENT

This is to certify that the lot line adjustment of the hereinafter described real property complies with all applicable requirements of the Subdivision Map Act of the State of California and all applicable requirements of the Vernon City Code Section 28.51.

The real properties to which this certificate applies are located in the City of Vernon, County of Los Angeles, State of California and are more particularly described in the attached **Exhibit A** and **Exhibit B** and by this reference incorporated herein.

<u>Assessor's Parcel No.</u>	<u>Owner</u>	<u>Address</u>
XXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX

I, Samuel Kevin Wilson, Director of Public Works, Water and Development Services of the City of Vernon, am authorized to act on behalf of the City of Vernon in the issuance of this Certificate. I do hereby certify as follows:

- (a) This Certificate does not constitute the actual transfer of title of any portion of the parcels. It is to be recorded concurrent with the deed or deeds of conveyance necessary to transfer the title of the portion or portions of parcels proposed by this lot line adjustment.
- (b) The lot line adjustment complies with the applicable requirements of the Subdivision Map Act of the State of California and all applicable requirements of the City of Vernon City Code Section 28.51.
- (c) Nothing in this Certificate: (i) abrogates or eliminates existing easements recorded against the above listed lots by prior instrument; (ii) exempts those lots from requirements of all existing permits and other grants of approval from the City of Vernon and other public entities; or (iii) eliminates the requirement to obtain all required permits and other grants of approval from the City of Vernon and other public entities, that have not already been issued or granted for additional development or redevelopment of the newly reconfigured parcel.

APPROVED AND CERTIFIED

BY: _____ DATE: _____
Samuel Kevin Wilson, P.E., L.S. 7433
Director of Public Works, Water and Development Services
City of Vernon

State of California }

County of Los Angeles }ss.

On _____ before me, _____,
(Insert Name of Notary Public and Title)

personally appeared _____ Samuel Kevin Wilson _____ 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 on which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Signature _____ (Seal)

CITY OF VERNON
SIGNATURE REQUIREMENTS FOR CITY AGREEMENTS

TYPE OF ENTITY	FIRST SIGNATURE	SECOND SIGNATURE	REFERENCE
Corporation	chairman of the board, president, any vice president	corporate secretary, assistant secretary, chief financial officer, any assistant treasurer (Note: A person can hold more than one corporate office; e.g., a vice –president can also be a secretary. That person can sign the agreement twice, <i>if both capacities are identified.</i>)	Corp. Code sec. 313 Corp. Code sec. 5214
Limited Liability Company (“LLC”)	if managed by members – by any member if managed by manager – by a manager (Note: A member or manager may have a title such as president or vice-president)	if managed by <i>members</i> – not required unless otherwise provided in governing documents if managed by <i>manager(s)</i> – by a second manager (unless articles of organization state there is only one manager)	Corp. Code sec. 17157
Partnership	any partner, unless authority restricted in “statement of partnership authority” recorded in County Recorder’s Office (for real property transactions) or filed with secretary of state (for contracts, etc.)	not required, unless “statement of partnership authority” provides otherwise	Corp. Code sec. 16301 Corp. Code sec. 16303
Limited Partnership	a general partner, subject to same exceptions for partnership	same as partnership	Corp. Code sec. 15509
Limited Liability Partnership (“LLP”)	same as partnership	same as partnership	Corp. Code sec. 16955.5
Sole Proprietorship	sole proprietor	not required	n/a

Parties executing an Agreement or Contract that are not identified above must also send a copy of the corporate minutes giving such person(s) the authority to sign on behalf of the corporation.