



# LOT MERGER/LOT LINE ADJUSTMENT APPLICATION REQUIREMENTS

**Community Development Department – Planning Division**  
125 East College Street • Covina, California 91723 • (626) 384-5450 / Fax: (626) 384-5479

LOT MERGER	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Assessor's Parcel Map (with property outlined)	2
<input type="checkbox"/> Title Report (within the last 6 months)	2
<input type="checkbox"/> Site Plan – Four (4) copies of site plan (not to exceed 32" x 40") individually folded	4
<input type="checkbox"/> Site Plan –copy of site plan 11"x17" in size	2
<input type="checkbox"/> Exhibit "A" – legal description of the proposed LM	4
<input type="checkbox"/> Exhibit "B" – 8 ½"x 11" plat showing LM boundaries and adjoining properties	4
<input type="checkbox"/> Owners Statement (reason for lot merger request)	2
<input type="checkbox"/> Signed & notarized statement of ownership	2
<input type="checkbox"/> Planning Application Fees (Make check payable to "City of Covina")	\$ 773.00

LOT LINE ADJUSTMENT	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Assessor's Parcel Map (with property outlined)	2
<input type="checkbox"/> Title Report (within the last 6 months)	2
<input type="checkbox"/> Site Plan – Four (4) copies of site plan (not to exceed 32" x 40") individually folded	4
<input type="checkbox"/> Site Plan – copy of 8 ½" x 11" in size	2
<input type="checkbox"/> Exhibit "A" – legal description of the proposed LLA	4
<input type="checkbox"/> Exhibit "B" – 8 ½" x 11" plat showing LLA boundaries and adjoining properties	4
<input type="checkbox"/> Owners Statement (reason for lot line adjustment request)	2
<input type="checkbox"/> Signed & notarized statement of ownership	2
<input type="checkbox"/> Planning Application Fees (Make check payable to "City of Covina")	\$ 773.00

**NOTE:** Planning Division staff will not accept incomplete application packages, mailed applications, or poor-quality graphics. All materials must be prepared according to the instructions contained in this document.

### APPLICATION'S CERTIFICATION

I, (print name) \_\_\_\_\_, applicant (or designated agent of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed according to the instructions provided by the Planning Division in the submittal requirements for this permit. I understand that planning staff may reject the submittal of my application (within 30 days of submitted) due to missing information as listed above.

**I also understand that additional fees (Public Works - Engineering Division) and information may be required during processing of this application.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LOT MERGER/LOT LINE ADJUSTMENT**  
**GENERAL INFORMATION & FILING INSTRUCTIONS:**

The purpose of the Lot Merger (LM) is to create one new lot from two or more contiguous, previously existing legal lots, under the same ownership, by eliminating all common lot lines which separate the lots from each other.

A lot line adjustment (LLA) is a procedure between two or more adjacent lots in which a portion of the land taken from one lot is added to an adjacent lot, and neither a greater nor lesser number of lots is created than the number of lot(s) which originally existed.

**CRITERIA FOR ACCEPTANCE OF A LOT MERGER:**

An application by an owner of real property for a lot merger may be approved by city staff (Planning Division and Public Works, Engineering Division, subject to the following criteria:

1. A lot merger may not be approved if it will create a nonconforming use or structure.
2. A lot merger does not become valid until such time as the forms and exhibits are approved and signed by city staff and recorded in the Los Angeles County Recorder's Office. *The lot merger/lot line adjustment does not become complete until deeds granting the merged/adjusted lots to the respective owners are also recorded with the Los Angeles County Recorder's Office.*
3. It shall be a condition of granting any application for a lot merger that the owner dedicate or offer to dedicate streets, easements and other interests as may be necessary for public purposes and that the City retain all previously paid development fees if necessary, to accomplish the purposes of the Subdivision Map Act.

**CRITERIA FOR ACCEPTANCE OF A LOT LINE ADJUSTMENT:**

An application by an owner of real property for a lot line adjustment may be approved by city staff subject to the following criteria:

1. A lot line adjustment may not be approved if it will create a nonconforming use or structure.
2. A lot line adjustment does not become valid until such time as the forms and exhibits are approved and signed by the city staff and recorded in the Los Angeles County Recorder's Office. The lot merger/lot line adjustment does not become complete until deeds granting the merged/adjusted lots to the respective owners are also recorded with the Los Angeles County Recorder's Office
3. The City's review shall be limited to a determination of whether or not the parcels resulting from the LLA will conform to the City's building and zoning ordinances, including whether the resulting parcels and any structures and parking spaces located thereon will comply with the area, width, frontage and yard requirements of the zone in which the parcels are located.
4. The City shall not impose conditions or exactions on approval of a lot line adjustment except to conform to the City's building and zoning ordinances or to facilitate the relocation of existing utilities, infrastructure or easements.
5. The LLA procedure may not be used if any of the following criteria exist:
  - a. Any of the lots to be part of a lot line adjustment are deemed to be illegal nonconforming (any existing lot was not created in accordance with applicable laws and ordinances in effect at the time of the lot's creation).
  - b. An owner plans to vacate or abandon any previous dedication or offer to dedicate.

## **LOT MERGER/LOT LINE ADJUSTMENT PROCEDURES:**

1. Prior to submitting the formal lot merger/lot line adjustment application, interested parties should first contact the City Surveyor and the Planning Services Division staff to determine whether the City will be able to process their proposed lot merger/lot line adjustment and to ensure that the proposal will comply with all applicable State, County and City laws, regulations and ordinances.
2. Applicant submits the required exhibits, completed forms and fees to the Planning Services Division.
3. The Planning Services Division assigns a file number to the lot merger/lot line adjustment application and will transmit the completed application forms (file) to the City Engineer once Planning Staff determines that the application is complete.
4. The Planning Division staff insures that the lot merger/lot line adjustment complies with the City Subdivision Ordinance, zoning and land use ordinances and the City General Plan.
5. The City Engineer reviews the lot merger/lot line adjustment application and exhibits to determine whether they are technically correct, comply with the State Subdivision Map Act, and are in an acceptable form to be recorded with the Los Angeles County Recorder's Office.

## **PROJECT APPLICATION REQUIREMENTS:**

The following instructions provide the necessary information and procedures to process an application for a lot merger or lot line adjustment. The required materials described are intended to make review by City staff, quicker, and to accurately describe the features of the proposed application. **Please note that all of the required information on the checklist on the preceding page must be provided when the application is submitted.**

**NOTE:** Planning Division staff will not accept incomplete application packages, mailed applications, or poor-quality graphics. All materials must be prepared according to the instructions contained in this document.

All material should have preparer's name, project address, assessors parcel number and date, and stamped by a licensed land surveyor or civil engineer.

Any questions regarding application filing requirements should be directed to Planning Services staff at (626) 384-5455.

**APPLICATION FORM** must be completed, including project address, signature and daytime phone numbers of the applicant, property owner(s) of the project site must be included on the application. A separate application must be completed for each permit. If the property is in escrow, the current owner must sign the application.

**ASSESSOR'S PARCEL MAP** must be provided with the project property clearly outlined.

**TITLE REPORT** may not be more than 6 months old at time of application. If the project processing time is more than six months until approval of the lot merger or lot line adjustment a new title report may be required.

**SITE PLAN** (if larger than 8 ½" x 11", fold to 8 ½" x 11") must include the following information:

1. Location and dimensions of existing structures, with existing structures clearly labeled. Existing structures proposed for demolition must also be labeled.
2. Building setback dimensions, from building(s) to all property lines and between buildings.
3. Type, area (square feet) and use of each existing structure

4. Number of parking spaces required and number of spaces provided (by type) and on each proposed parcel.
5. Location and dimensions of existing curb cuts on the site, within 50 feet of the project boundaries and across the street from the site.
6. Location, identification and dimensions of easements on, adjacent to or otherwise affecting the property.
7. Scale and north arrow. Provide "reference North" if "true" north is not perpendicular or parallel to the property lines.
8. Property boundaries, dimensions and area (in square feet and acres) for existing and proposed lot(s).
9. Location and size of freestanding, monument and structural signs (if applicable).
10. Structures, land uses, walls and other improvements within 50 feet of the project boundaries.
11. Dimension from property line(s) to center of adjacent street(s).
12. Identification and dimensions of existing sidewalks, curbs and streets.
13. Vicinity map locating the proposed development within Oxnard.
14. Width and configuration of streets (including striping, left-turn pockets and median identification from which the development has access).
15. Identification and dimensions of loading areas and trash (refuse) enclosures.
16. Location of aboveground utility vaults, transformers, building backflow preventers and other facilities. Contact Southern California Edison Company to determine where new utility vaults should be placed for the project.
17. Wheel tracking for delivery trucks, fire apparatus and refuse trucks in parking areas, loading areas and for service to refuse enclosure(s). A minimum of 48-foot radius must be provided.
18. Name and street address of the project.
19. Name, address, and telephone number of the professional that prepared the plans (include on every drawing).

**EXHIBIT "A"** is a legal description of the proposed merged lot/lot line adjustment signed by a Land Surveyor or Civil Engineer authorized to practice surveying and stamped with his/her seal.

**EXHIBIT "B"** is an Exhibit plat showing the lot merger/ lot line adjustment boundaries and relationship to adjoining properties. **The map must be drawn in black ink (8 ½" x 11") by a land surveyor or civil engineer authorized to practice surveying. The plat must be clear and readable and contain the following information (the City Surveyor may require additional information) (See attached Sample "Exhibit B"):**

1. Map scale and north arrow
2. Location of the lots to be merged/lots to be adjusted in relation to existing streets and the distance to the nearest cross street (must be detailed to allow someone not familiar with the area to locate the specific lots).
3. The existing and proposed lot(s). Show distances and bearings for all new boundary lines/lot lines
4. The existing lot numbers and the net square footage of each existing lot and the proposed net square footage of the new lot(s). Net area equals the gross square footage minus any easements that restrict the surface use of the property such as vehicular or pedestrian easements. Show existing and proposed lot areas in a table
5. All existing dedications and easements.

6. Statement of civil engineer or land surveyor that "I, \_\_\_\_\_, hereby state that this plat was prepared under my direction and that the mathematical data shown herein is correct."  
Provide license number next to signature block

**OWNERS STATEMENT** is a statement from the owner/applicant stating specific reason(s) for the lot merger or lot line adjustment request. (Example: Two zero lot line buildings being connected by an opening between them).

**SIGNED AND NOTARIZED** statement by the owner(s) that "he/she/they is/are the fee title owners of record of all the real property described herein and that I/we consent to the lot merger/lot line adjustment (pick the appropriate application) thereof." Identify type of ownership (examples: a California corporation, a limited partnership, an individual, etc.).

**APPLICATION FEES** are listed in the Planning Permit Fee Schedule. Please contact the Planning Division to verify the amount of the fees required.

**City Staff Contacts:**

Planning Division .....(626) 384-5455

Public Works, Engineering Division .....(626) 384-5483

Lot Merger Sample "Exhibit A"

EXHIBIT "A"  
LOT MERGER NO.

THAT REAL PROPERTY IN THE CITY OF OXNARD, COUNTY OF VENTURA,  
STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

ALL OF LOT 1 AND LOT 2 OF TRACT NO. 5253 PER MAP FILED IN BOOK 145,  
PAGES 66 TO 69, INCLUSIVE, OF MISCELLANEOUS RECORDS (MAPS),  
TOGETHER WITH PARCEL "C" OF THE LOT LINE ADJUSTMENT RECORDED  
APRIL 23, 2003 AS INSTRUMENT NO. 03-133318 OF OFFICIAL RECORDS, BOTH  
IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

**SAMPLE**

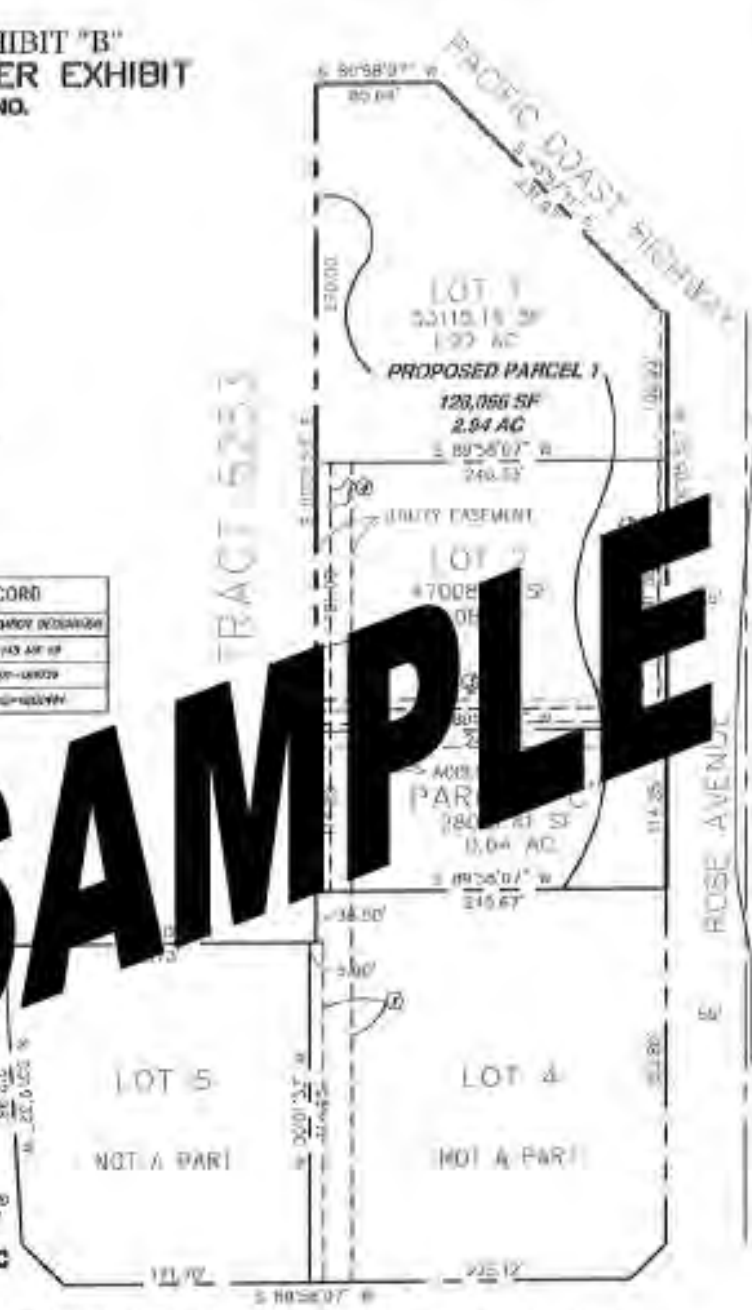
Lot Merger Sample "Exhibit B"

EXHIBIT "B"  
LOT MERGER EXHIBIT  
LOT MERGER NO.



EASEMENTS OF RECORD		
ASSIGNOR	ASSIGNEE	RECORDING INFORMATION
City of Oxnard	City of Oxnard	143-441-11
St. Joe Energy Co.	St. Joe Energy Co.	67-140029
Republic Aluminum	Republic Aluminum	10-140044

**SAMPLE**



I, LES G. EVERARD, HEREBY SWORE THAT THIS  
PLAN WAS PREPARED UNDER MY SUPERVISION AND  
THAT THE INFORMATION DATA SHOWN HEREON  
IS CORRECT.

**AZIMUTH GROUP, INC**  
1301 MORSE AVENUE  
Oxnard, CA 93003  
(805) 466-9457 fax (805) 466-9459

LES G. EVERARD, P.L.S. No. 6774 EXP. 9-30-08

Channel Islands Boulevard

## Lot Line Adjustment Sample "Exhibit A"

### EXHIBIT A LEGAL DESCRIPTION PARCEL A

That portion of Lot 152, Tract No. 4492, in the City of Oxnard as recorded in Book 119, Page 798 in the Office of the County Recorder, County of Ventura, State of California, described as follows:

Beginning at the most easterly corner of said Lot 152; thence along the southeasterly line and through the following six courses:

- 1<sup>st</sup> South 39°00'58" West 69.18 feet to a point; thence
- 2<sup>nd</sup> South 59°09'56" West 51.57 feet to a point at the easterly right-of-way of Kentia Street (Public street 60.00 feet wide); thence following the beginning of a non-tangent curve concave to the west having a radius of 110.00 feet and an initial radial bearing of South 85°15'48" West 110.00 feet to a point; thence
- 3<sup>rd</sup> Northerly along said curve through an central angle of 18°57'55" and arc length of 146.64 feet to a point; thence non-tangent to said curve;
- 4<sup>th</sup> North 11°47'49" East 17.42 feet to a point along the southerly right-of-way of Upper Bay Drive (Public street 60.00 feet wide); thence along said right-of-way;
- 5<sup>th</sup> North 47°17'44" East 35.45 feet to a point; thence leaving said right-of-way and along the easterly line of said Lot 152;
- 6<sup>th</sup> South 42°42'16" East 139.21 feet to the Point of Beginning.

Containing Approximately 11,234 square feet.





## Lot Line Adjustment Sample "Exhibit A"

### EXHIBIT A LEGAL DESCRIPTION PARCEL B

That portion of Lot 152, Tract No. 4492, in the City of Oxnard as recorded in Book 119, Page 79 of Miscellaneous Records in the Office of the County Recorder, County of Ventura, State of California and all of Lot 161 of Tract No. 4529.3 in the City of Oxnard as recorded in Book 119, Page 49 of Miscellaneous Records in said county, described as follows:

Beginning at the most easterly corner of said Lot 152; thence along the northerly line of said Lot 161 and through the following seven courses:

- 1<sup>st</sup> North 39° 09' 58" East 4.57 feet to the most northerly corner of said Lot 161; thence along the easterly line thereof;
- 2<sup>nd</sup> South 18° 43' 46" East 119.84 feet to the most easterly corner of said Lot 161; thence along the southerly line thereof;
- 3<sup>rd</sup> South 74° 35' 00" West 69.48 feet to a point along the easterly right-of-way of Kentia Street (Public street 60 feet wide) and point being the beginning of a non-tangent curve concave to the east having a radius of 370.00 feet and an initial radial bearing of North 82° 20' 26" East; thence;
- 4<sup>th</sup> Northerly along said curve and right-of-way through a central angle of 6° 07' 30" and an arc length of 39.55 feet to the beginning of a tangent reverse curve concave to the west having a radius of 443.00 feet; thence;
- 5<sup>th</sup> Northerly along said curve and right-of-way through a central angle of 3° 42' 08" and an arc length of 24.76 feet to a point; thence leaving said right-of-way;
- 6<sup>th</sup> North 59° 10' 39" East 51.56 feet to a point along the northerly line of said Lot 161; thence along said northerly line;
- 7<sup>th</sup> North 39° 09' 58" East 69.48 feet to the Point of Beginning.

Containing approximately 10,736 square feet.



# Lot Line Adjustment Sample "Exhibit B"



SAMPLE

PARCEL	EXISTING AREA, SF	PROPOSED AREA, SF	DIFFERENCE
A	11,785	11,334	-452
B	9,785	10,236	+452



**DAVID D. AWREY, P.E.**  
I, DAVID D. AWREY, HEREBY CERTIFY THAT THIS  
PLAN WAS PREPARED UNDER MY DIRECTION AND  
THE MATHEMATICAL DATA SHOWN HEREON IS  
CORRECT.

*David D. Awrey*  
DAVID AWREY  
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SONOMA, CA 94966  
(415) 344-8127  
dawrey@earthlink.net