



**CITY OF WILDOMAR**  
23873 Clinton Keith Road #201  
Wildomar, CA 92595  
Tel. (951) 677-7751 Fax. (951) 698-1463

For office use only.

**Project Account Number**

# LOT LINE ADJUSTMENT

## PROJECT INFORMATION

PROJECT ADDRESS/LOCATION:			
Parcel A	Assessors Parcel Number		
Parcel B	Assessors Parcel Number		
Parcel C	Assessors Parcel Number		
Parcel D	Assessors Parcel Number		
Requested Adjustment & Reason For Request:			
General Plan Land Use Designation:		Zoning:	

## APPLICANT CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email
I hereby authorize this application and certify that all filing requirements have been satisfied for my application. I also acknowledge that any missing items may delay the processing of my application.		
Signature of Applicant		Date

## LAND SURVEYOR/CIVIL ENGINEER CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email

All communications concerning this request should be directed to the:  Applicant  Land Surveyor/Civil Engineer

**CITY OF WILDOMAR**  
**LOT LINE ADJUSTMENT (Page 2)**

**PARCEL A PROPERTY OWNER CONTACT INFORMATION AND PERMISSION**

Address		Assessors Parcel Number
Name		
Mailing Address		
Telephone	Fax	Email
<p>I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Wildomar, if any, may result in restrictions, limitations and construction obligations being imposed on this real property. (Authorized agents must submit a letter from the owner(s) indicating the authority to sign on the owner's behalf.)</p>		
Printed Name of Property Owner(s)		Printed Name of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)

**PARCEL B PROPERTY OWNER CONTACT INFORMATION AND PERMISSION**

Address		Assessors Parcel Number
Name		
Mailing Address		
Telephone	Fax	Email
<p>I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Wildomar, if any, may result in restrictions, limitations and construction obligations being imposed on this real property. (Authorized agents must submit a letter from the owner(s) indicating the authority to sign on the owner's behalf.)</p>		
Printed Name of Property Owner(s)		Printed Name of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)

Please cross out any un-needed Property Owner Information and Permission boxes.

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**LOT LINE ADJUSTMENT (Page 3)**

For office use only.
Project Account Number

**PARCEL C PROPERTY OWNER CONTACT INFORMATION AND PERMISSION**

Address		Assessors Parcel Number
Name		
Mailing Address		
Telephone	Fax	Email
I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Wildomar, if any, may result in restrictions, limitations and construction obligations being imposed on this real property. (Authorized agents must submit a letter from the owner(s) indicating the authority to sign on the owner's behalf.)		
Printed Name of Property Owner(s)		Printed Name of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)

**PARCEL D PROPERTY OWNER CONTACT INFORMATION AND PERMISSION**

Address		Assessors Parcel Number
Name		
Mailing Address		
Telephone	Fax	Email
I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Wildomar, if any, may result in restrictions, limitations and construction obligations being imposed on this real property. (Authorized agents must submit a letter from the owner(s) indicating the authority to sign on the owner's behalf.)		
Printed Name of Property Owner(s)		Printed Name of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)

Please check here if additional Property Owner Certifications are attached to this application.

# **APPLICATION INSTRUCTIONS AND REQUIREMENTS FOR A LOT LINE ADJUSTMENT**

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## **THE LOT LINE ADJUSTMENT FILING PACKAGE CONSISTS OF THE FOLLOWING ITEMS:**

1. One completed and signed Application Form (See Section A below).
  2. Application processing fee.
  3. One copy of the current recorded deed of each property involved. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
  4. For properties that do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
  5. One copy of a current (less than 6 months old) Preliminary Title Report for each of the subject properties.
  6. One completed and signed copy (signatures must be notarized) of the "NOTICE OF LOT LINE ADJUSTMENT" form (See Section B below).
  7. Six copies of a completed Exhibit "A" - Legal Description (See Section C below).
  8. Six copies of a completed Exhibit "B" – Map (See Section D below).
  9. Six copies of a completed Exhibit "C" – Site Plan (See Section E. below).
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## **LIMITATIONS FOR LOT LINE ADJUSTMENTS:**

- The proposed adjustment is exempt from the Subdivision Map Act and no tentative map, final map or parcel map, is required as a condition to the approval of a lot line adjustment.
- Lot line adjustments are limited to four or fewer existing adjoining legal parcels.
- No new parcels may be created, and no existing parcels may be deleted.
- None of the parcels involved may be reduced in size below the development standards currently applied by the Zoning Ordinance and the City General Plan.
- Public rights-of-way may not be altered in any way unless specifically approved the Director of Engineering.
- Lot line adjustments may not affect any existing easements.

## **SECTION A. INSTRUCTIONS FOR THE LOT LINE ADJUSTMENT APPLICATION FORM**

1. Please type or print legibly the applicant's name, e-mail address, mailing address, phone number, and fax number.
2. Determine which property will be designated as Property "A," Property "B," Property "C," and Property "D." If the application involves fewer than four (4) properties, draw a horizontal line through all references to Property "C" and/or Property "D," as applicable.
3. List the property owner's name, e-mail address, mailing address, phone number, and fax number for each property involved in the appropriate section.
4. List the assessor's parcel number(s) and street address (if applicable) for each property involved.
5. Provide a detailed description of the lot line adjustment being requested. If additional space is necessary, use additional sheet(s) of paper.
6. Provide the printed name and original (wet-signed) signature of the applicant.
7. Provide original (wet-signed) signatures from all property owners included as part of this application. Additional signatures may be attached as indicated above. Written permission from the property owner(s) may be submitted indicating that an authorized agent may sign on the owner's behalf. (Photocopies of signatures are UNACCEPTABLE.)

## **SECTION B. INSTRUCTIONS FOR THE NOTICE OF LOT LINE ADJUSTMENT FORM**

1. The NOTICE OF LOT LINE ADJUSTMENT form must be completed, signed, and notarized. Because this form will be one of the documents to be recorded, this form must be typed (excluding signatures). No hand written or photo copied versions will be accepted.
2. Under the Record Owners column, the record owners of all properties involved must be typed in the Record Owners section of the form. Depending on the number of property owners and/or the number of Assessors Parcel Numbers (APN) involved, it may be necessary to use multiple copies of the NOTICE OF LOT LINE ADJUSTMENT forms to obtain all of the necessary record owners and/or notarized signatures.
3. Under the Existing Parcels column, the APN(s) for each property shall be provided in the following format: "XXX-XXX-XXX". The 10<sup>th</sup> digit in the assessors parcel number should not be included on any of these forms since this digit is used only by the County Assessor.
4. Under the Signature(s) of Recorded Owner section print the name of each recorded owner. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, the name of the entity and the person signing on behalf of said entity is to be printed (e.g. ABC Development, Inc., John Doe, President). That individual is to then sign on the signature line. All signatures of record owners must be notarized.
5. DO NOT place any text, comments, or marks within those portions of the form designated for City use.

### **SECTION C. INSTRUCTIONS FOR THE LEGAL DESCRIPTION (EXHIBIT "A")**

The Legal Description Exhibit must be prepared and stamped by a licensed land surveyor or qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower).

1. The legal description for each adjusted property ("A," "B," "C," or "D," as applicable) shall be clearly identified and written, and shall include an acreage (or square footage) calculation for each property.
2. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower) who prepared the exhibit.
3. The date the exhibit was prepared.
4. If necessary, this exhibit may contain multiple pages, but if so, each page shall contain a reference indicating the applicable page number and the total number of pages (e.g. Page 1 of 3).

### **SECTION D. INSTRUCTIONS FOR THE MAP EXHIBIT (EXHIBIT "B")**

The Exhibit "B" - Map must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower), and drawn to an acceptable engineers scale.

The Map must contain the following information:

1. The assessor's parcel numbers for all involved properties.
2. A north arrow (top of map north).
3. Scale (number of feet per inch).
4. Reference the applicable Section, Township, and Range.
5. Lot and record map information by separate instrument number or map.
6. The existing lot configuration for all properties involved showing bearings and distances for all property lines, and any existing easements.
7. The existing lot line(s) that is/are to be adjusted shall be shown as a dashed line and identified as "Old Lot Line," and the proposed lot line(s) shall be shown as a heavy solid line and identified as "New Lot Line."
8. The proposed new lot line(s) shall include bearing(s) and distance(s).
9. The proposed lot line adjustment must be designed in such a manner that the proposed lot line(s) will not laterally intersect a graded manufactured slope, and will not allow drainage from the tributary area above a manufactured slope to sheet flow over the slope face. A note shall be placed on the Map indicating "The proposed lot line will not laterally intersect a

graded manufactured slope." and "No drainage from the tributary area above a manufactured slope will sheet flow over the slope face."

10. An original stamp and wet-signed signature of the licensed land surveyor or qualified registered civil engineer's who prepared the Map.
11. The date the Map was prepared.

#### **SECTION E. INSTRUCTIONS FOR THE SITE PLAN EXHIBIT (EXHIBIT "C")**

Because 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 the adopted City ordinances. This information may be submitted on the attached form labeled EXHIBIT "C" - SITE PLAN. The Site Plan exhibit must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower).

The following information must be included on the Site Plan:

1. The assessor's parcel numbers for all involved properties.
2. North arrow (top of map north)
3. Scale (number of feet per inch)
4. Reference the applicable Section, Township, and Range.
5. The overall dimensions of the property and location of adjoining lot lines showing bearings and distance.
6. The existing lot line(s) that is/are to be adjusted shall be shown as a dashed line and identified as "Old Lot Line," and the proposed lot line(s) shall be shown as a heavy solid line and identified as "New Lot Line." All lot lines shall include bearings and distances.
7. Location and names of adjoining streets. Accurately locate street centerline, and show any existing improvements such as curbs and curb cuts, gutters, and driveways.
8. Location of all existing buildings, structures, easements, and septic systems shall be shown with dimensions and setbacks from the existing and proposed property lines and other buildings and/or structures. Identify the function/use of all buildings and/or structures.
9. Location, dimensions, arrangement, and numbering of any parking spaces or existing and/or proposed parking and loading facilities.
10. Location and type of existing fencing, gates, walls.
11. Location of any existing or proposed manufactured slopes.
12. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer's who prepared the exhibit.
13. The date the exhibit was prepared.

When Recorded, Return Original To: CITY OF WILDOMAR Attn. Planning Department 23873 Clinton Keith Road Wildomar, CA 92595	
And Return Copy To:	
THIS SPACE TO BE USED BY THE RECORDER'S OFFICE	

**NOTICE OF LOT LINE ADJUSTMENT \_\_\_\_\_**

Record Owners (print or typed)	Assessors Parcel Number of Existing Parcels
	(Parcel "A")
	(Parcel "B")
	(Parcel "C")
	(Parcel "D")

Legal Description of Adjusted Parcel(s)  
See Exhibit "A" attached hereto.

I (We) hereby certify that 1.) I am (we are) the record owner(s) of all parcels proposed for adjustment by this application, 2.) I (We) have knowledge of a consent to the filing of this application, and 3.) The information submitted in connection with this application is true and correct.

Signature(s) of Record Owner(s):

Parcel A:  
  
Sign: \_\_\_\_\_  
Type Name, Company & Title:

Parcel B:  
  
Sign: \_\_\_\_\_  
Type Name, Company & Title:

Parcel C:  
  
Sign: \_\_\_\_\_  
Type Name, Company & Title:

Parcel D:  
  
Sign: \_\_\_\_\_  
Type Name, Company & Title:

CITY DEPARTMENT USE ONLY

This Notice of Lot Line Adjustment No. \_\_\_\_\_ is hereby approved.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Planning Director

By: \_\_\_\_\_  
Supervising Engineer

Attest: \_\_\_\_\_  
Debbie Lee, City Clerk

The Lot Line Adjustment will not be effective unless and until the required deed(s) have been recorded. Authority for recording such deed(s) in accordance with this approval shall expire on the same day of the month following the approval date indicated above.

**EXHIBIT "A" - LEGAL DESCRIPTION**

**LOT LINE ADJUSTMENT NO. \_\_\_\_\_**

Scale: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_ and Range \_\_\_\_\_

Date Exhibit Prepared: \_\_\_\_\_

**EXHIBIT "B" - MAP**  
**LOT LINE ADJUSTMENT NO. \_\_\_\_\_**

Scale: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_ and Range \_\_\_\_\_

Date Exhibit Prepared: \_\_\_\_\_

**EXHIBIT "C" – SITE PLAN**  
**LOT LINE ADJUSTMENT NO. \_\_\_\_\_**

Scale: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_ and Range \_\_\_\_\_

Date Exhibit Prepared: \_\_\_\_\_