



**City of Laguna Niguel**  
Community Development Department  
30111 Crown Valley Parkway  
Laguna Niguel, CA 92677  
949-362-4300  
[www.cityoflagunaniquel.org](http://www.cityoflagunaniquel.org)

## **LOT LINE ADJUSTMENT FILING INSTRUCTIONS - FORM 214**

A Lot Line Adjustment is a procedure that may be used under certain specified circumstances as a method for making minor revisions to property lines between two or more existing adjacent lots or parcels. A Lot Line Adjustment is not a procedure for subdividing property.

The City's review process for Lot Line Adjustments is designed to ensure the resulting parcels are in conformance with the Laguna Niguel Municipal Code (including Subdivision and Zoning Code), Laguna Niguel General Plan, and the Subdivision Map Act. Prior to application submission, the City encourages the party considering the Lot Line Adjustment meet with City staff for a preliminary review of the proposal. An application for a lot line adjustment may be accepted when it can be determined that the proposal complies with the following specifications:

1. The project site described in the proposal consists of four or fewer existing adjacent legal parcels/lots.
2. Any land taken from one parcel will be added to an adjacent parcel.
3. No greater number of parcels will result from the lot line adjustment.
4. The design and configuration of the parcels created by the lot line adjustment are in substantial conformance with the design and configuration of the parcels approved under the underlying final map.
5. The project complies with the requirements of the California Environmental Quality Act (CEQA).
6. The lot line adjustment, in and of itself, will not result in the need for additional improvements and/or facilities, except as permitted under Government Code Section 66412 (d) or any successor statute thereto.

The submittal items necessary to file a Lot Line Adjustment are provided below. These filing instructions are intended to assist you in assembling a complete application packet. Upon approval, the property owner(s) or their designee shall arrange with a Title Company for the Lot Line Adjustment and grant deeds to be filed/recorded concurrently/sequentially with the Orange County Recorder's Office. Once recorded, one copy of the original recorded Lot Line Adjustment is to be returned to the City.

The City of Laguna Niguel stands ready to help you through the application process and we look forward to working with you. Should you have any questions, please contact us at 949-362-4375.



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## **SUBMITTAL ITEMS**

The forms that are required to be submitted will become legal documents that must be recorded. The forms (8½" x 11" pages) must be typed or computer produced (not hand written), and the exhibits drawn legibly in black ink, to assure the reproducibility of the documents. Please provide three (3) printed copies of the following and one (1) electronic copy (via CD/DVD or USB flash drive):

- Lot Line Adjustment Application (Form included as page 5).** Completed and signed by the Contact/Authorized Agent.
- Notice of Lot Line Adjustment (Form included as page 6).** Completed, signed, and notarized by the record owner(s) of all properties involved. If the record owner is a corporation, the signing officer's name and title must appear below the signature. If two or more property owners are involved the owner(s) of property which results in a decrease in area must submit a letter from their mortgage company stating that they have knowledge of and consent to the proposal.
- Exhibit "A" - Legal Description (Form included as page 7).** Complete this form with the names of the current record owner(s), existing/proposed assessor parcel numbers, and legal description of proposed parcels.
- Exhibit "B" - Map (Form included as page 8).** Complete this form with the following:
  - Map scale, north arrow, date map was prepared, line type legend, vicinity map, and index map for large parcels.
  - Underlying original tract/parcel number map and lot/parcel number in dashed lines.
  - Location of the project site in relation to existing streets, adjoining lots, 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).
  - Existing and proposed lot/parcel layout. Show bearings and distances for all property lines. Legal description for each property must stand on its own. Use a solid line 3x heavier than the next heaviest line on the map for proposed parcel lines, solid lines for existing lot lines, and dashed lines for existing lot lines to be adjusted.
  - A number for each parcel (sequential Parcel 1, Parcel 2, etc.). The adjusted building site lots/parcels shall be numbered consecutively, in such a manner that there will be no confusion with the original lot/parcel numbers. New lots/parcels may be numbered 1A, 2A, or 1B, 2B, etc. If new non-building site lots/parcels are involved, they should be lettered in the same manner, i.e., AA, BB and CC, again to not be confused with the original lettered parcels.



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- Location and width of all easements. Label to whom the easement is granted, the purpose, and the recorded document reference creating the easement.
- Gross area before and after adjustment. Show the net area when there are easements that restrict the surface use of the property, such as vehicular access easements (Net area is gross area minus easement area).
- Assessor's Parcel Number for each lot/parcel.
- Project/File number (Lot Line Adjustment number assigned by City) and sheet number.
- Exhibit preparer's (Licensed Land Surveyor or Registered Civil Engineer, licensed to practice surveying) signature, stamp, and the date the plan was prepared.
- New lot or parcel corners are required to be confirmed with new monuments pursuant to the Professional Land Surveyors' Act. If the application is approved, the applicant shall cause the new property lines to be confirmed with new monuments that comply with all requirements of the Professional Land Surveyors' Act Section 8762 (b) (4) and (5).

**Exhibit "C" - Site Plan (Form included as page 9).** Since only certain information can be included on the recorded Map (Exhibit "B"); a supplemental exhibit (Site Plan) is necessary to verify compliance with adopted City Ordinances. Complete this form with the following:

- Location of any above-ground or underground structures, include dimensions of the structure(s) and setback distances from proposed property lines. If there are no structures on the parcels proposed for adjustment, add a note on the exhibit stating that fact.
- Location and width of all easements. Label to whom the easement is granted, the purpose, and the recorded document reference creating the easement.
- Illustrate footprint of nearest building on the adjoining lots affected by Lot Line Adjustment. If no structures on lot please label "Vacant".
- Existing contour/topography (if applicable, properties with slopes), no more than 10' intervals.
- A statement of the existing zoning and the proposed use of created parcels.
- Location of existing access to the public right-of-way. Show any right-of-way access relinquishment.
- Exhibit preparer's (Licensed Land Surveyor or Registered Civil Engineer, licensed to practice surveying) signature, stamp, and the date the plan was prepared.

**Title Report.** Current Title Reports (prepared within 60 days of submittal date) for each property involved in the adjustment. Provide any supplemental information associated with the report (i.e., deeds, quit claims, easements, etc., for each parcel).



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- Filing Fee.** \$204.00 for map processing through Community Development; current hourly rate per consultant services agreement for map processing through Public Works.
- Project Narrative.** Detailed letter describing the project, including the purpose of the request and any other details relevant to the City's review not included elsewhere in the application. The letter should include the existing zoning on the properties and the existing and proposed building site area of each lot/parcel.
- Closure Calculations.** Closure calculations covering all real property to be affected by the proposed adjustment.
- Additional Items and/or Technical Reports.** If determined necessary based on the scope of the project, additional items and/or technical studies may be required.

## **LOT LINE ADJUSTMENT & GRANT DEED RECORDATION**

Upon approval, the property owner(s) or their designee shall arrange with a Title Company for the Lot Line Adjustment and grant deeds to be filed/recorded concurrently/sequentially with the Orange County Recorder's Office. Once recorded, one copy of the original recorded Lot Line Adjustment is to be returned to the City.



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## **LOT LINE ADJUSTMENT APPLICATION - FORM 214**

|  |                  |  |                   |
|--|------------------|--|-------------------|
| <b>BRIEF PROJECT DESCRIPTION</b>   |                  |  |                   |
|  |                  |  |                   |
|  |                  |  |                   |
|  |                  |  |                   |
| <b>PROPOSED PROPERTIES</b>   |                  |  |                   |
| <b>Parcel 1</b>  |                  | <b>Parcel 3</b>  |                   |
| Project Address:   |                  | Project Address:   |                   |
| Owner's Name:  |                  | Owner's Name:  |                   |
| Mailing Address:<br>(if different)   |                  | Mailing Address:<br>(if different)   |                   |
| Phone:   |                  | Phone:   |                   |
| Email:   |                  | Email:   |                   |
| <b>Parcel 2</b>  |                  | <b>Parcel 4</b>  |                   |
| Project Address:   |                  | Project Address:   |                   |
| Owner's Name:  |                  | Owner's Name:  |                   |
| Mailing Address:<br>(if different)   |                  | Mailing Address:<br>(if different)   |                   |
| Phone:   |                  | Phone:   |                   |
| E-Mail:  |                  | E-Mail:  |                   |
| <b>SUBMITTAL ITEM CHECKLIST</b>  |                  |  |                   |
| <b>Application Items Submitted (Yes or No)</b>   | <b>Yes or No</b> | <b>Yes or No</b>   |                   |
| Completed Application & Notice of Lot Line Adjustment, inc Notary Acknowledgement  |                  | Exhibit Maps (Legal Description, Map, Site Plan) prepared by Licensed Surveyor Registered Engineer |                   |
| Filing Fee   |                  | Grant Deeds  |                   |
| Preliminary Title Reports  |                  | Project Narrative  |                   |
| <b>CONTACT/AUTHORIZED AGENT</b>  |                  |  |                   |
| Contact/Authorized Agent Name:   | Mailing Address: |  |                   |
| Phone:   | E-Mail:          |  |                   |
| I declare that I am the legal owner of record of the parcel(s)/lot(s) specified in this application, or that I have been authorized by the owner(s) to process this application on their behalf on all matters relating to this application. <input checked="" type="checkbox"/> |                  |  |                   |
| _____<br><b>Contact/Authorized Agent Signature and Date</b>  |                  |  |                   |
| <b>STAFF USE ONLY</b>  |                  |  |                   |
| PROJECT CASE NO:   | TRAKIT NO:       | PROCESSING FEE/DEPOSIT:  | APPLICATION DATE: |

WHEN RECORDED FORWARD TO:

City of Laguna Niguel Community Development Department  
Attn.: Planning Manager  
30111 Crown Valley Parkway  
Laguna Niguel, CA 92677

Space Above for County Recorder's Use

**City of Laguna Niguel  
NOTICE OF LOT LINE ADJUSTMENT LLA**

The legal description is on attached Exhibit "A". Existing parcels and adjusted parcels are as illustrated on Exhibit "B". If there are any existing structures, they are as illustrated on Exhibit "C" (Site Plan).

## OWNERS INFORMATION

|   |   |
|---|---|
| <b>Parcel 1</b>                                   | <b>Parcel 3</b>                                   |
| Owner(s) Name:<br>Address:<br>(Street, City, Zip) | Owner(s) Name:<br>Address:<br>(Street, City, Zip) |
| Phone No.:  | Phone No.:  |
| <b>Parcel 2</b>                                   | <b>Parcel 4</b>                                   |
| Owner(s) Name:<br>Address:<br>(Street, City, Zip) | Owner(s) Name:<br>Address:<br>(Street, City, Zip) |
| Phone No.:  | Phone No.:  |

## OWNERS CERTIFICATION

This document will be recorded. All record title owners must sign below, and their signature must appear as reflected on the recorded deeds. If more room for signatures is needed, a separate sheet may be attached. *All signatures must be notarized.*

I/We hereby certify that: 1) I am/ We are the record owner(s) of all properties proposed for adjustment by this application, 2) I/We have knowledge of and consent to the filing of this application, the information submitted in connection with this application is true and correct, and I/We will record this lot line adjustment and such other recordable instrument(s) as necessary to cause the real property conveyance to occur immediately following approval of this application.

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**Parcel 1 - Owner(s) Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_ **Parcel 3 - Owner(s) Signature(s)** \_\_\_\_\_ **Date**

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**Parcel 2 - Owner(s) Signature(s)** \_\_\_\_\_ **Date** \_\_\_\_\_ **Parcel 4 - Owner(s) Signature(s)** \_\_\_\_\_ **Date**

\* *Attach appropriate Notary Acknowledgement Form(s) for all signatures.*

## PREPARER'S INFORMATION

**EXHIBIT "A"**  
**LOT LINE ADJUSTMENT**  
**LLA No. \_\_\_\_\_**  
(Legal Description)

| OWNER(S) OF RECORD | EXISTING LOTS/PARCELS<br>ASSESSOR'S PARCEL NO. | PROPOSED PARCELS<br>REFERENCE NUMBERS |
|--------------------|--|---------------------------------------|
|                    |  |                                       |
|                    |  |                                       |
|                    |  |                                       |
|                    |  |                                       |

Sheet \_\_\_\_ of Sheet \_\_\_\_

**EXHIBIT "B"**  
**LOT LINE ADJUSTMENT**  
**LLA No. \_\_\_\_\_**

(Map)

| <b>OWNER(S) OF RECORD</b> | <b>EXISTING LOTS/PARCELS<br/>ASSESSOR'S PARCEL NO.</b> | <b>PROPOSED PARCELS<br/>REFERENCE NUMBERS</b> |
|---------------------------|--|---|
|                           |  |   |
|                           |  |   |
|                           |  |   |
|                           |  |   |

Sheet \_\_\_\_\_ of Sheet \_\_\_\_\_

**EXHIBIT "C"**  
**LOT LINE ADJUSTMENT**  
**LLA No. \_\_\_\_\_**  
(Site Plan)

| OWNER(S) OF RECORD | EXISTING LOTS/PARCELS<br>ASSESSOR'S PARCEL NO. | PROPOSED PARCELS<br>REFERENCE NUMBERS |
|--------------------|--|---------------------------------------|
|                    |  |                                       |
|                    |  |                                       |
|                    |  |                                       |
|                    |  |                                       |

Sheet \_\_\_\_ of Sheet \_\_\_\_