

## **LOT LINE ADJUSTMENT APPLICATION**

The Lot Line Adjustment Application is required for all lot line adjustments 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 is not thereby created.

We recommend that prior to submitting your application that you arrange a preliminary conference with a member of the City's Planning staff. The purpose of this conference is to review requirements pertaining to such matters as zoning, overlay control districts, grading, lot size, etc. It is helpful to have preliminary sketches of your proposal at this meeting.

These are the materials you must submit:

1. Three (3) copies of a plot plan. Plot plans should be assembled in complete sets, and folded no larger than 9 1/2" x 14" (preferably 8 1/2" x 11" format). A plot plan shall show the subject lots and portions of the adjacent lots, drawn at a reasonable scale completely labeled and dimensioned with the following information:
  - A. The existing and proposed property lines.
  - B. The location of existing easements, utilities and infrastructure (such as sewer, electrical, telephone).
  - C. North arrow and scale.
  - D. Minimum 1/2" wide left and right margins.
  - E. Signed and sealed by L.S. or P.E., and with date of registration expiration shown.
  - F. Other information deemed necessary by the Planning staff and/or City Engineer.
  - G. Area of lots before and after proposed lot line adjustment.
  - H. Contours/topography of each lot.
  - I. Show existing structures on both lots with dimensions indicating the distance between the existing structures and the existing and new property lines.
  - J. For each parcel provide a legal description for the existing lots and the proposed lots.
2. A completed application signed by the applicant and each affected landowner.
3. Metes and bounds, subdivision and lot or sectionalized land description in 8 1/2" x 11" format, minimum 1/2" wide left and right margins, and signed and sealed by L.S. or P.E. with date of registration expiration shown.

4. Grant Deeds containing a legal description of the land being added and the land being taken from each lot. The Grant Deeds shall be ready for recordation. The Deeds and Records MUST BE TYPED as they will be recorded, and the County Recorder will not accept illegible or unclear documents. Do not type in margins. The Grant Deeds shall be signed and notarized by the property owners.
5. Other supporting information including:
  - A. Vesting deeds
  - B. Preliminary title policy, less than 6 months old, record maps of property being considered and
  - C. Boundary closure calculations for each parcel, using a coordinate system common to the project and signed and sealed by L.S. or P.E. and with date of registration expiration shown.
6. A \$2,002.00 filing fee + \$4.00 Data Processing Fee = **\$2,006.00**

In addition to the above filing fee, the following fee may be assessed if applicable: **\$18.00** Historic Data Entry Fee (one time fee per property).

Please note that a trust deposit may be required for costs incurred by the City Engineer's, City Attorney's, or any other City Consultant's review of the application.

Please remember that if all of these materials are not submitted, the application cannot be accepted for filing, and will not be deemed complete. Once the application has been deemed complete, the Director of Planning, Building and Code Enforcement will approve with condition, or deny the request, pursuant to the authority granted by the Subdivision Map Act (Section 66412) and any local subdivision or zoning ordinances (Chapter 16.08 of the City's Municipal Code). The Director's decision may be appealed to the Planning Commission within fifteen (15) days of the date of mailing a Notice of the Action and the Planning Commission's decision may be appealed to the City Council. Once the conditions of approval have been met, the Grant Deed or Record of Survey will be recorded, the final step in the process.

➤ Important ◀

- Notice: CC&R's are private restrictions or agreements. Therefore the City is not responsible for a property owner's compliance with any CC&R's that may govern their property and the City does not enforce private CC&R's. The City recommends that property owners review their title report to see if any CC&R's govern their property, and if so, consult such CC&R's prior to submittal of their application. Additionally, property owners should review their title report for any other private property restrictions (Deed Restriction, Private Easement, etc.) that may govern their property.

City of



RANCHO PALOS VERDES

Department of Planning, Building & Code Enforcement

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

**Applicant (Landowner's agent)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Parcel A (Landowners)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Lot & Tract No.: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

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**Parcel B (Landowners)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Lot & Tract No.: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

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**Project Description:** (Include current & proposed use of property and purpose of this request.)

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**General Information**

Parcel A

Parcel B

\_\_\_\_\_

\_\_\_\_\_

1. Correct zoning of the subject parcel (include any overlay control districts).

\_\_\_\_\_

\_\_\_\_\_

2. Size of parcel before adjustment.

\_\_\_\_\_

\_\_\_\_\_

3. Size of parcel after adjustment.

*I HEREBY CERTIFY, under the penalty of perjury, that the information and materials submitted with this application are true and correct; and that I have authorized the above-listed applicant to act in my behalf.*

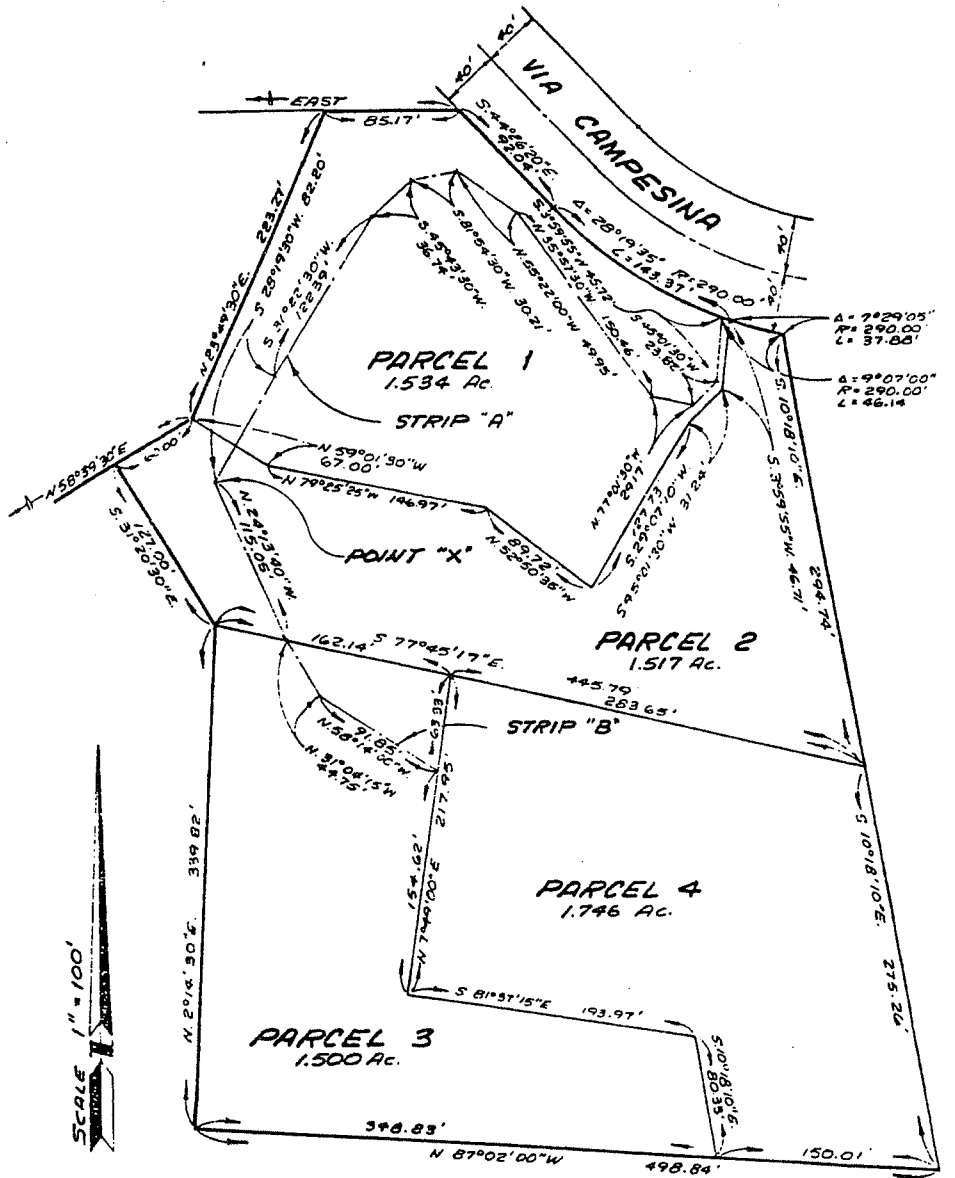
*Dated at \_\_\_\_\_, California, on \_\_\_\_\_, 20\_\_.*

\_\_\_\_\_  
*Signature of Landowner  
Parcel A*

\_\_\_\_\_  
*Signature of Landowner  
Parcel B*

\_\_\_\_\_  
*Staff Signature*

*Date Accepted:* \_\_\_\_\_



**EXAMPLE**

**HAZARDOUS WASTE AND SUBSTANCES STATEMENT**

The California Environmental Protection Agency (Cal/EPA) has compiled lists of Hazardous Waste and Substances Sites for the entire State of California. Although the current list for the City of Rancho Palos Verdes (reproduced below) is based upon data retrieved from the Cal/EPA web site on October 17, 2006, you should be aware that these lists are revised periodically. Pursuant to Government Code Section 65962.5(f), before the City can accept an application as complete, the applicant must consult the list and indicate whether the project and any alternatives are located on a site, which is included on any such list, and shall specify any list.

**IMPACT CITY: RANCHO PALOS VERDES**

STREET ADDRESS	CURRENT USE	FORMER USE	RWQCB CASE No.	CASE STATUS
3860 CREST ROAD	FAA radar site	Same	R-13308	Closed
5656 CREST ROAD	Demolished	Unocal service station	I-06500	Open
5837 CREST ROAD	Calif. Water Svc. Co. maintenance yard	Same	R-05395	Open
5841 CREST ROAD	Verizon facility	Same	R-12296	Closed
5701 CRESTRIDGE ROAD	Belmont Village	Vacant	L472881	Closed
28103 HAWTHORNE BLVD	Valero service station	Same	R-01504	Open
31100 HAWTHORNE BLVD	Shopping center	Same	0586	Closed
28732 HIGHRIDGE ROAD	Hilltop Automotive	Unocal service station	I-06434	Closed
40 MIRALESTE PLAZA	Auto repair shop	Chevron service station	L469540	Open
96 NARCISSA DRIVE	Residence	Same	R-23219	Closed
6100 PVDS	Residence (1 Sea Cove Drive)	Shell service station	R-36348	Closed
6124 PVDS	Fire Station No. 53	Same	R-12757	Closed
6560 PVDS	Two residences (32504 & 32508 Seawolf Drive)	Chevron service station	R-14832	Closed
6600 PVDS	Demolished	Marineland and Texaco service station	R-01409	Closed
31200 PVDW	Abandoned	Unocal service station	I-11074	Closed
31501 PVDW	Point Vicente Interpretive Center	U.S. Military rifle range	N/A	Open
27501 WESTERN AVENUE	Green Hills Memorial Park	Same	R-12803	Open
29421 WESTERN AVENUE	Chevron service station	Same	I-15523	Closed
29505 WESTERN AVENUE	Shopping center	Mobil service station	R-03558	Open
29701 WESTERN AVENUE	Shopping center	Unocal service station	R-05958	Closed

In the event that the project site and any alternatives proposed in the application are not contained on the Cal/EPA lists, please certify that fact as provided below. I have consulted the lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are not contained on these lists.

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(Applicant) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**HAZARDOUS WASTE AND SUBSTANCES STATEMENT**

If the development project and any alternatives proposed in this application are contained on the CAL/EPA lists, please complete the following statement.

1. Name of Applicant: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_ Email \_\_\_\_\_
4. Address of Site (Street name and number if available, and ZIP code):  
\_\_\_\_\_
5. Local Agency (City/County): \_\_\_\_\_
6. Assessor's Book, Page, and Parcel Number: \_\_\_\_\_
7. Specify any list pursuant to Section 65962.5 of the Government Code:  
\_\_\_\_\_
8. Regulatory Identification Number: \_\_\_\_\_
9. Date of List: \_\_\_\_\_

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**FOR STAFF USE ONLY**

I have consulted the lists compiled pursuant to Section 65962.5 of the Government Code and hereby certify that the development project and any alternatives proposed in this application are located on a site which: (check one)

\_\_\_\_\_ Is not included in these lists.

\_\_\_\_\_ Is included in these lists, and the project applicant has completed the statement required by Section 65962.5(f) of the Government Code.

\_\_\_\_\_ Is included in these lists, and I have notified the applicant, pursuant to Section 65943 of the Government Code, that he or she has failed to complete the statement required by Section 65962.5(f) of the Government Code by letter dated \_\_\_\_\_.

\_\_\_\_\_  
Staff Signature

# CITY OF RANCHO PALOS VERDES INSTRUCTIONS FOR PREPARING A VICINITY MAP AND PROPERTY OWNERS LIST

In order to satisfy public noticing requirements, certain planning applications require the submittal of a vicinity map and accompanying property owners list. The size of the vicinity map varies by application and may involve either adjacent properties, a 100' radius, or a 500' radius. Please check on the application form you are submitting for the vicinity map size you must submit.

With the exception of "Adjacent Properties" maps, a vicinity map and property owners list must be prepared by a Title Company or other professional mailing list preparation service. The mailing labels must be certified as accurate by the agent preparing the mailing list. Attached is a list of firms that provide services in preparation of vicinity maps and certified mailing labels. This is not intended to be an exhaustive list and the cost of the services provided will vary.

If you have any questions regarding properties of the vicinity map or property owners list, as described below, please contact a planner at (310) 544-5228.

## VICINITY MAP

The purpose of the vicinity map is to clearly show all properties within the required radius of the subject lot (applicant). The vicinity map must clearly show the required radius line, dimensioned and drawn from the exterior boundaries of the subject lot, as shown below. All neighboring properties (including lots outside R.P.V. city limits) which fall completely within, partially within or are just touched by the radius line, must be consecutively numbered and the names and the addresses of the owners provided to the City as described below. Please devise your own consecutive numbering system on the map and ignore the lot number, Assessors number, or any other number already found on the lots on the vicinity maps. An "adjacent properties" vicinity map does not involve a set radius but rather needs to identify all properties behind, beside, and in front of the proposed project site, as shown below. The city's planning staff can provide the base map for preparing the vicinity map for a nominal charge. Applicants may also prepare their own maps, at a clearly marked scale of not less than 1" = 200'.

## PROPERTY OWNERS MAILING LIST

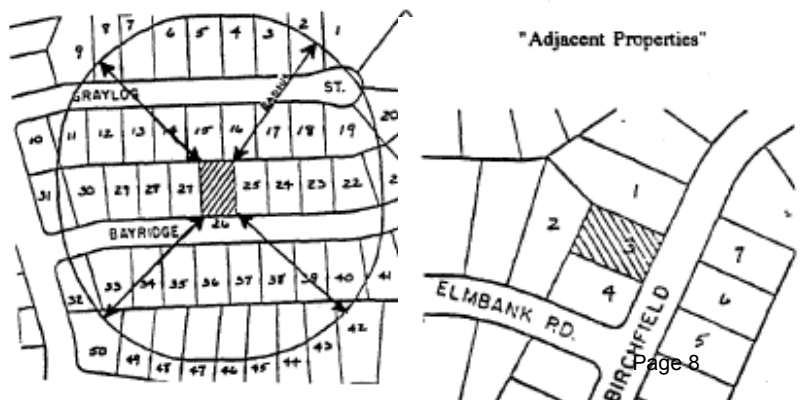
The property owner of every parcel (even if vacant, rented or government owned), which falls completely or partially within the required radius on the vicinity map must be identified, placed on a mailing list and submitted to the City. The name and address of every property owner along with the assigned lot identification number, which corresponds to the vicinity map, must be neatly typed on 8 1/2" x 11 sheets of Xerox or Avery self-adhesive labels, as shown below. Two (2) sets of self-adhesive labels and a Xerox copy of the list must be provided to the City with your subject application. These labels will be used by the City to mail notice of your subject application to neighboring property owners. The property owners list must be obtained from the most current L.A. County Tax Assessor's roll. The City does not provide this service. The Assessor's office located at 500 W. Temple Street, Room 205, Los Angeles, CA 90012. Office hours are 8:00 am to 4:30 pm Monday-Friday. The telephone number is (213) 974-3441.

## SAMPLE MAILING LABELS

Assigned Lot I.D. Number  
Property Owner Name  
Address  
City, State, Zip Code

1	2
Harold Jackson	Malcolm Hill
773 Graylog	4117 Greenwood Meadow
RPV, CA 90275	Torrance, CA 90503

## SAMPLE VICINITY MAPS





# City of RANCHO PALOS VERDES

Department of Planning, Building & Code Enforcement

## CERTIFICATION OF PROPERTY OWNERS' MAILING LIST

**Application(s)** \_\_\_\_\_

**Applicant Name** \_\_\_\_\_

**Subject Property Address** \_\_\_\_\_

**Notice Radius Required** \_\_\_\_\_

**Number of property owners to be notified** \_\_\_\_\_

*I certify that the property owners' mailing list submitted with the application(s) listed above includes all of the persons listed on the latest adopted LA County Tax Roll as the legal owners (and if applicable occupants) of all parcels of land within \_\_\_\_\_ feet of the subject property noted above. I certify that the property owners' mailing list has been prepared in accordance with the City of Rancho Palos Verdes Development Code and "Vicinity Map Instructions Sheet." I also understand that if more than 20% of the notices are returned by the post office after mailing due to incorrect address information, or if the address information is not complete, that I will have to submit a new property owners' list that has been prepared and certified as accurate by a Title Company or other professional mailing list preparation service, and the project notice will have to be re-mailed.*

\_\_\_\_\_  
Property Owner (Applicant) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

***who may prepare radius maps and mailing lists***

Blue Energy  
P.O. Box 3305  
Palos Verdes Peninsula, CA 90274  
(310) 465-1825  
Attn: Natalie Kay

G.C. Mapping  
711 Mission St., Suite D  
So. Pasadena, CA 91030  
(626) 441-1080  
Attn: Gilbert Castro

JPL Zoning Services, Inc.  
6263 Van Nuys Blvd.  
Van Nuys, CA 91401-2711  
(818) 781-0016  
(818) 781-0929 (FAX)  
Attn: Maria Falasca

Kimberly Wendell  
P.O. Box 264  
Los Alamitos, CA 90720  
(562) 431-9634  
(562) 431-9634 (FAX)

Nieves & Associates  
115 So. Juanita Ave.  
Redondo Beach, CA 90277  
(310) 543-3090

NotificationMaps.com  
23412 Moulton Parkway, Ste. 140  
Laguna Hills, CA 92653  
(866) 752-6266  
[www.notificationmaps.com](http://www.notificationmaps.com)  
Attn: Martin Parker

Ownership Listing Service  
P.O. Box 890684  
Temecula, CA 92589  
(800) 499-8064  
(951) 699-8064 (FAX)  
Attn: Cathy McDermott

Sir Speedy Mapping Service  
1073 Kendall Drive  
San Gabriel, CA 91775  
(626) 281-6274  
Attn: James Chang

Srour & Associates, LLC  
1001 Sixth Street, Suite 110  
Manhattan Beach, CA 90266  
(310) 372-8433  
Attn: Elizabeth Srour

Susan W. Case  
917 Glenneyre St., Ste. 7  
Laguna Beach, CA 92651  
(949) 494-6105  
(949) 494-7418

T-Square Mapping Service  
969 So. Raymond Ave., Floor 2  
Pasadena, CA 91105  
(626) 403-1803  
(626) 403-2972 (FAX)  
Attn: Darla Hammond

Robert Vargo  
5147 W. Rosecrans  
Hawthorne, CA 90250  
(310) 973-4619