



CITY OF HUNTINGTON PARK

Community Development Dept. • Planning Division
6550 Miles Avenue, Huntington Park, CA 90255
Tel. (323) 584-6210 • planning@huntingtonpark.org

LOT LINE ADJUSTMENT / LOT MERGER GUIDELINES

Applications for Lot Line Adjustments or Lot Mergers (LLA) are processed by the Planning Division and the Engineering Division.

Pursuant to the Huntington Park Municipal Code (HPMC) Title 10, Chapter 7, Lot Line Adjustments applications shall conform to the following:

I. Purpose.

The purpose of this chapter is to provide for the submittal and processing of lot line adjustments for the modification of existing property lines between four (4) or fewer existing adjoining properties; and provided, that no more parcels are created by the adjustment than existed prior to it in compliance with the subdivision regulations.

II. Procedures for filing.

A subdivider requesting a lot line adjustment shall submit an application to the Planning Division accompanied by the following: (All Lot Line Adjustments ***must be*** prepared by a Registered Civil Engineer or Licensed Land Surveyor of the State of California.)

- A. Three (3) copies of the proposed Lot Line Adjustment Plat or Parcel Map (Lot Merger);
- B. Proposed Certificate of Compliance for Lot Line Adjustment or Lot Merger with attachments;
- C. Current Title Report;
- D. Copy of Grant Deed of current owner for each parcel to be adjusted;
- E. The existing and proposed legal description of each parcel to be adjusted
- F. The existing and proposed traverse closure;
- G. Copy of Assessor's Parcel Map;
- H. Copy of underlying record map, parcel map or record of survey;
- I. Photographs of site and adjacent properties;
- J. Owner's Certification (signed and notarized);
- K. A completed application form as provided by the Planning Division;
- L. Payment of fees (**\$1,899.20**)

III. City Engineer's review and decision.

The Planning Division shall forward the lot line adjustment application to the City Engineer who shall review and approve or disapprove the lot line adjustment within thirty (30) days after the application has been accepted as complete for filing. The City Engineer shall approve the lot line adjustment pursuant to the ability to make the required findings delineated in Section 10-7.103. The City Engineer may impose conditions or exactions as necessary to ensure compliance with the general plan and applicable provisions of the City's zoning and building codes, pertaining to lots, or to facilitate the relocation of existing utilities, infrastructure or easements. The City Engineer's decision shall be in written form documenting the findings for approval or reasons for disapproval. If approved, the City Engineer shall certify the adjustment plot map.

IV. City Engineer's findings.

A lot line adjustment shall be approved by the City Engineer upon his or her written finding that:

- A. The proposed adjustments to the existing properties result in compliance with applicable zoning and building codes.

- B. The lot line adjustment will modify the existing property lines between four (4) or fewer existing adjoining properties and the number of parcels resulting from the adjustment remains the same or is decreased.
- C. The proposed adjustments are in compliance with the City's subdivision regulations and the Subdivision Map Act.

V. Appeal of City Engineer's decision.

The applicant or any affected party may appeal the decision of the City Engineer on a lot line adjustment to the City Council. All appeals shall be submitted and acted upon in the manner prescribed in Section 10-3.109 of this title. The City Council may sustain, modify, or overrule any such ruling, finding, or disapproval of the City Engineer. The City Council shall approve the lot line adjustment pursuant to its affirmative determination of findings delineated in Section 10-7.103. The decision of the City Council shall be final.

VI. Filing with County Recorder.

Upon approval of the lot line adjustment, the City Engineer shall transmit a certificate of compliance form, together with the approved plot map, to the County Recorder for recordation. The lot line adjustment shall be effective upon its being filed for record by the County Recorder.

For further information, please contact the Planning Division at (323) 584-6210 between 7:00 a.m. and 5:30 p.m. Monday through Thursday.

**Attachments: Lot Line Adjustment Application
 Lot Line Adjustment Plat / Parcel Map Requirements
 Certificate of Compliance for Lot Line Adjustment or Lot Merger Template**

City of Huntington Park
LOT LINE ADJUSTMENT PLAT / PARCEL MAP REQUIREMENTS

The Lot Line Adjustment Plat or Parcel Map (Lot Merger) **must be** prepared by a Registered Civil Engineer or Licensed Land Surveyor of the State of California and must show and include the following information:

- a. Provide vicinity map, north arrow, scale and legend.
- b. All information and lettering on site plan must be legible. Draw to scale on 8 ½" x 11", 18" x 26" or 24" x 36" sheet (no reductions).
- c. Show title block and include project type (lot merger or lot line adjustment) property address(s) and assessor's parcel numbers.
- d. Abbreviated legal description (for entire project site only).
- e. All parcels alphabetically labeled "Parcel 1", "Parcel 2", etc.
- f. Current Assessor's Parcel Number (APN) of each existing parcel.
- g. Owner's Name of parcel.
- h. Existing boundary line to be adjusted shown as a short dashed line and labeled "Existing Boundary." Show other existing boundaries as solid lines.
- i. Proposed boundary line shown as a solid line and labeled: "Proposed Boundary."
- j. Boundary dimensions of each parcel.
- k. Name, width and location of all existing and/or proposed improvements, easements, utilities, adjoining right-of-ways (street and road) for all parcels subject to the adjustment. Also, identify legal access to the site.
- l. Show centerline of streets and alleys and give dimension to road easement line. Show street names.
- m. Show existing drainage, water and sewer services (with diameter size of pipe) entering the property.
- n. Net area of each parcel (Calculate area of each parcel as adjusted, to the nearest one-tenth of a square foot. Lot areas shall be given in square feet if they are less than one acre).
- o. Name address, telephone number and signature of the person who prepared the map.



CITY OF HUNTINGTON PARK
 Community Development Dept. • Planning Division
 6550 Miles Avenue, Huntington Park, CA 90255
 Tel. (323) 584-6210 • planning@huntingtonpark.org

LOT LINE ADJUSTMENT / LOT MERGER APPLICATION

FOR OFFICE USE ONLY

Date Filed: _____ File No.: _____ Fee/Receipt No.: _____ Initials: _____

GENERAL INFORMATION

Project Address: _____

Assessor's Parcel Numbers (APN): _____

Current Zoning: _____ Current Land Use: _____

APPLICANT'S INFORMATION

Applicant: _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

PROPERTY OWNER'S INFORMATION

Property Owner(s): _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

ENGINEER/SURVEYOR INFORMATION

Engineer/Surveyor: _____

Mailing Address: _____

Phone 1: _____ Phone 2: _____ Email: _____

REQUEST

I/We hereby request a Lot Line Adjustment / Lot Merger (LLA) for the following purpose:

Describe property as it currently exists (including any buildings):

PROJECT INFORMATION

Number of Parcels existing: _____ Number of Parcels proposed: _____

Type of use: Residential Commercial Industrial Institutional

Lot Number	Existing			Proposed		
	Depth	Width	Size	Depth	Width	Size

Total area of property in this adjustment request is (square feet/acres): _____

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

Applicant Signature (Required)

Date _____

Print Name

Note: If the applicant is not the property owner, the owner of the property must sign the application or a written authorization must be submitted so that the applicant may file the application.

Property Owner Signature (Required)

Date _____

Print Name

**RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:**

(This space is for Recorder’s Use)

City of Huntington Park
Planning Division
6550 Miles Avenue
Huntington Park, CA 90255

This Agreement is recorded at the request and for the benefit of the **City of Huntington Park** and is exempt from the payment of a recording fee pursuant to **Government Code Sections 27383 and 6103.**

**CERTIFICATE OF COMPLIANCE
FOR LOT LINE ADJUSTMENT / LOT MERGER**

City Lot Line Adjustment / Lot Merger No.:

LLA-00-00 (Number to be provided by Planning Division)

Affecting that real property described as follows:

Assessor’s Parcels Numbers 0000-000-000 and 0000-000-000 and street location

Brief description of the Lot Line Adjustment / Lot Merger:

Describe the purpose of the Lot Line Adjustment or Lot Merger.

List of attached exhibits:

- Exhibit “A” – Legal Description of Parcels prior to Lot Adjustment
- Exhibit “B” – Legal Description of Parcel after Lot Adjustment
- Exhibit “C” – Owner’s Certification
- Exhibit “D” – Plat of the Property Showing Adjusted Lots

Legal Owners:

Parcel 1	Parcel 2	Parcel 3	Parcel 4
Name	Name	Name	Name
Address	Address	Address	Address

The City Engineer hereby states that the Lot Line Adjustment or Lot Merger complies with the applicable provisions of the Subdivision Map Act and the City of Huntington Park Municipal Code. This certificate relates only to issues of compliance or non compliance with the Subdivision Map Act and local ordinances enacted pursuant thereto. The parcels described herein may be sold, leased or financed without further compliance with the Subdivision Map Act or any other local ordinance enacted pursuant thereto. Development of the parcel(s) may require issuance of a permit or permits, or other grant or grants of approval.

City Engineer

Date

Registered Civil Engineer / Land Surveyor

Date

Exhibit "A"

LEGAL DESCRIPTION PRIOR TO LOT ADJUSTMENT

Exhibit "B"

LEGAL DESCRIPTION AFTER LOT ADJUSTMENT

Exhibit "C"

OWNERS CERTIFICATE FOR LOT ADJUSTMENT

We hereby certify that we are all and the only owners of the property as described in EXHIBIT "A" and "B" and shown on EXHIBIT "D" all attached hereto, and we hereby consent to the preparation and recordation of a Certificate of Compliance to adjust the parcels as shown on these exhibits.

Name of Owner

By: _____
(Print Name)

By: _____
(Signature)

Name of Owner

By: _____
(Print Name)

By: _____
(Signature)

NOTARY ACKNOWLEDGEMENT

STATE OF CALIFORNIA)
)ss
COUNTY OF _____)

On _____ before me, _____,
personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the persons(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 entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official:

Signature of Notary Public

(Notary Seal)

Exhibit "D"

PLAT OF PROPERTY SHOWING ADJUSTED LOTS