



**CITY OF EASTVALE**  
 12363 Limonite Avenue, Suite 910  
 Eastvale, CA 91752  
 (951) 361-0900

For City Use Only	
Project No:	_____
Date submitted:	_____
Rec'd by:	_____ Fee: _____

# LOT LINE ADJUSTMENT APPLICATION

**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
<i>Add additional pages for more lots.</i>	
Requested Adjustment & Reason For Request:	

**CONTACT INFORMATION**

***\*The applicant and property owner are considered jointly and severally liable for all project expenses.***

**Please check the box indicating which address invoices should be sent to.**

**Property Owner – Parcel A:**

Financially Responsible

APN: \_\_\_\_\_

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

Contact: \_\_\_\_\_

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

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Property Owner – Parcel B:**

Financially Responsible

APN: \_\_\_\_\_

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

Contact: \_\_\_\_\_

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

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Property Owner – Parcel C:**

Financially Responsible

APN: \_\_\_\_\_

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

Contact: \_\_\_\_\_

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

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Property Owner – Parcel D:**

Financially Responsible

APN: \_\_\_\_\_

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

Contact: \_\_\_\_\_

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

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

**Agent:**

Financially Responsible

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

Contact: \_\_\_\_\_

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

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Other:**

Financially Responsible

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

Contact: \_\_\_\_\_

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

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

The Planning Department will notify the applicant and one other individual of all proceedings regarding this application. Please supply the name, address, and phone of the additional person to receive such notification.

**Agreement and Representations of Applicant and Property Owner**

This application is not complete, and processing of this application will not begin, until all initials and signatures are provided:

- 1) Applicant(s) acknowledge and agree that by making this application, and under the authority of Government Code Section 65105, that in the performance of their functions, City staff and its consultants may enter upon the subject property and make examinations and surveys, provided that the entries, examinations and surveys do not unreasonably interfere with the use of the land by those persons lawfully entitled to the possession thereof. \_\_\_\_\_(Initial)
- 2) Applicant(s) certify under penalty of perjury that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), Corporate Officer(s) empowered to sign for the corporation, Owner's Legal Agent having power of Attorney (a notarized Power of Attorney document must accompany this application), or the owner's authorized representative (include a notarized consent form from the owner). \_\_\_\_\_(Initial)
- 3) Applicant(s) acknowledge and agree that I/we have included all of the required items and understand that missing

items may result in delaying the processing of my application. I further acknowledge and agree that by signing this document I accept the posting of public notices regarding the proposed project at the project site, and agree to pay all related costs. \_\_\_\_\_(Initial)

4) Applicant(s) agree to defend, indemnify and hold harmless the City of Eastvale ("City") and its agents, officers, consultants, independent contractors and employees ("City's Agents") from any and all claims, actions or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the Project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. If the City fails to promptly notify the Applicant of any Claim or if the City fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Nothing in this paragraph shall obligate the City to defend any Claim and the City shall not be required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. Nothing contained in this paragraph shall prohibit the City from independently defending any Claim, and if the City does decide to independently defend a Claim, the City shall bear its own attorney's fees, expenses of litigation and costs for that independent defense. The Applicant may agree to reimburse the City for attorney's fees, expenses of litigation and costs for that independent defense. Should the City decide to independently defend any Claim, the Applicant(s) shall not be required to pay or perform any settlement arising from any such Claim unless the settlement is approved by the Applicant. \_\_\_\_\_(Initial)

5) Applicant(s) acknowledges and certifies that with this application I am financially obligated to the City of Eastvale for all expenses related to the time and effort spent by the employees, agents, consultants, and legal representatives that are used to process this/these applications. I understand that once an application processing deposit has been depleted, additional deposits will be required prior to continuing work on this/these applications. Thus, I acknowledge and agree that the City will not notice this project for public hearing and/or consider the project if the project does not have a positive fund balance. \_\_\_\_\_(Initial)

6) Applicant(s) acknowledges and agrees that this application sets forth all covenants, promises, conditions and understandings between the parties regarding the advance of Funds and the uses thereof, and there are no promises, conditions or understandings either oral or in writing between the parties other than as set forth herein. No contemporary or subsequent alteration, amendment, change or addition to this application form shall be binding upon the City unless reduced to writing and signed by the City Manager or his/her designee. No course of conduct shall be binding upon the City and waiver of one or more provisions or violations shall not be construed as a course of conduct to be relied upon and may not be the basis for any expectation of future waiver or estoppel. \_\_\_\_\_(Initial)

7) No employee, agent, independent contractor or other representative of the City, other than the City Manager or the City Council, has the authority to alter the terms or effect of this application and Applicant(s) acknowledge and agree that it/they have not relied upon any promises, representations, conditions or understandings other than those set forth in this application. \_\_\_\_\_(Initial)

8) This Application shall be a public record. \_\_\_\_\_(Initial)

9) This Application is made under, and shall in all respects be interpreted, enforced, and governed by, the laws of the State of California. In the event of a dispute concerning the terms of this Application, the venue for any legal action shall be with the appropriate court in the County of Sacramento, State of California. Should legal proceedings of any type arise out of this Agreement, the prevailing party shall be entitled to costs, attorney's fees, and legal expenses, including but not limited to expert fees and costs. \_\_\_\_\_(Initial)

IT IS SO AGREED:

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

*Attach additional signatures on a separate sheet.*

---

## APPLICATION INSTRUCTIONS AND REQUIREMENTS FOR A LOT LINE ADJUSTMENT

---

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

1. Completed and signed Application Form (See Section A below).
2. Application processing deposit.
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 with all referenced attachments, recorded documents, etc.
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).
10. CD of all information submitted, including all exhibits.

---

### 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.
- 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 EASTVALE Attn. Planning Department 12363 Limonite Avenue, Suite 910 Eastvale, CA 91752	THIS SPACE TO BE USED BY THE RECORDER'S OFFICE
And Return Copy To:	

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

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: \_\_\_\_\_  
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: \_\_\_\_\_