

# LOT LINE ADJUSTMENT INSTRUCTIONS

City of Vernon

All proposed lots shall meet the minimum zoning and building code requirements, including but not limited to: 150 foot frontage, minimum lot size of allowable area and (1) acre for all uses, setbacks, fire access, drainage, parking and loading. Each lot shall be required to be provided with independent utility services.

**The following documents are required in order to process a grant deed/easement deed:**

1. Complete application (Attachment 1) and \$600 application fee.
2. Provide a letter from the owner of the property acknowledging and consenting to the proposed lot line adjustment. This letter must be signed by the appropriate officers of the entity and notarized. Refer to Attachment 2 "Signature Requirements for City Agreements" for the required signatures.
3. When only one signature is provided, proof of the person's authorization in his sole capacity to bind the corporation or partnership shall be supplied to the City. Provide City with "Articles of Organization" or "Statement of Partnership Authority".
4. Provide the property grant deed(s) showing current ownership of all properties involved.
5. Provide title report(s) showing current ownership of all properties involved.
6. Submit a legal description prepared and wet stamped by a Land Surveyor, registered in the state of California, for each existing parcel prior to the lot line adjustment marked "Exhibit A". Each existing parcel shall be individually described and numbered.
7. Submit a drawing attached to the legal description, of each existing parcel with bearings and distances to scale and marked "Exhibit A". The drawing shall be prepared and wet stamped by a Land Surveyor, registered in the State of California. All parcels shall be shown on one drawing. Each page of the Exhibit shall be numbered 1 of \_\_, 2 of \_\_, etc. with the drawings being the last page.
8. Provide recorded documents referenced in legal description.
9. Provide Closure Calculations to support metes and bounds description.
10. Submit a legal description for each proposed parcel after the lot line adjustment marked "Exhibit B". Each new parcel shall be individually described and numbered.

11. Submit a drawing attached to the legal description of each proposed parcel with bearings and distances to scale and marked "Exhibit B". All parcels shall be shown on one drawing. Each page of the Exhibit shall be numbered 1 of \_\_, 2 of \_\_, etc. with the drawings being the last page.
12. Submit a site plan of existing improvements and parking with the existing and proposed property lines plotted on the plan. This plan shall be to scale and fully dimensioned.
13. Submit development/Plot plan showing all existing and/or proposed improvements on the property including the following:
  - Site address, north arrow and scale (no less than 1"=40')
  - Overall dimensions of the entire property. Including total square footage of each use including, but not limited to, industrial, warehousing, and office uses.
  - Location, by dimension, and proper labeling of all:
    - Buildings and structures (existing and proposed).
    - Provided automobile parking, truck parking, and truck loading spaces as well as their relative required maneuvering areas.
    - Required automobile parking, truck parking, and truck loading spaces and truck maneuvering areas.
    - Driveways, alley, and access ways, including driveway entrances (including drive way width) to and from public streets.
    - Site drainage. Proposed drainage patterns and proposed changes in drainage.
    - Existing and proposed utility services
    - Existing or proposed public or private easements.
    - Floor plans showing:
      - The proposed location of all heavy machinery used in manufacturing (i.e. punch press, drop hammers, riveters, automatic screw machines, etc.) and any proposed mooring or foundations; and
      - The areas proposed for storage, use, processing of explosive, toxic, infectious, or hazardous materials and the facilities proposed to protect them.

**APPLICATION FOR LOT LINE ADJUSTMENT**

Owner of Parcel \_\_\_\_\_  
Address of Owner \_\_\_\_\_  
Assessors Parcel Number (APN) \_\_\_\_\_  
Address of Parcel \_\_\_\_\_

Owner of Parcel \_\_\_\_\_  
Address of Owner \_\_\_\_\_  
Assessors Parcel Number (APN) \_\_\_\_\_  
Address of Parcel \_\_\_\_\_

**THIS REQUEST FORM SHALL BE ACCOMPANIED BY THE FOLLOWING:**

- Notarized letter of consent from each owner for the lot line adjustment.
- "Article of Organization" or "Statement of Partnership Authority"
- Property grant deed for all properties involved Title report for all properties involved.
- Legal description of each existing parcel with a drawing of the parcels before lot line adjustment (Exhibit A)
- Recorded documents referenced in legal description
- Closure calculations (for metes and bounds description)
- Legal description of each proposed parcel with a drawing of the parcels after lot line adjustment (Exhibit B)
- Site Plan.
- Application fee: \$600

Applicant's full name (printed or typed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number: \_\_\_\_\_

Surveyors Name \_\_\_\_\_ Business Name \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number \_\_\_\_\_

**EXHIBIT "A"**

**LEGAL DESCRIPTION**

**EXHIBIT "B"**

**SITE PLAN**