



CITY OF PALMDALE

INSTRUCTIONS FOR FILING LOT LINE ADJUSTMENTS

The record owners must complete, sign and notarize page 1 of the request for Lot Line Adjustment and submit the following:

- Deposit a check payable to the City of Palmdale in an amount equal to the sum of \$850 **plus** \$30 per adjusted parcel **plus** a 5% GIS fee.
- One original and two copies of the legal descriptions labeled “Exhibit A”, on 8 ½ x 11 paper, describing the existing parcels and the proposed parcels after the boundaries are adjusted, approved by a Licensed Land Surveyor or Registered Civil Engineer including their signature, stamp and expiration date.
- One original drawing and 2 copies showing the existing parcels and the parcels to be adjusted, labeled “Exhibit B”, drawn to Engineer’s scale on 8 ½ x 11 paper and including the following information:
 1. North arrow
 2. Scale
 3. Designate parcels that are the proposed adjusted parcels as “A” and “B”, existing shall be dashed and labeled “existing”. All adjusted lines shall be twice the thickness of existing parcel lines and labeled “proposed”.
 4. Dash in the existing underlying legal references for the lots/parcels prior to the adjustment.
 5. Show bearings and distances for all lines and all curve information.
 6. Show area for the proposed parcels to the nearest square foot under 0.75 of an acre. Over this show acres.
 7. Show the exact location, including the number of stories of all buildings, sheds, garages, pools, driveways, etc, and their distances to the parcel lines. If the property is vacant, label “vacant”.
 8. Show adjoining streets, private streets, etc., widths and a distance to the nearest cross street.
 9. Show existing Assessor’s Parcels Nos. and the proposed parcel letter designation.
 10. Plot and label all existing easements with O.R. information.
 11. Surveyor or Registered Civil Engineer signature, stamp and expiration date.
 12. Closure and area calculations.
- Title report along with a copy of the vesting deed in the name of the person or corporation signing the application. A Preliminary Subdivision Report, or Preliminary Subdivision Guarantee will not be accepted. (If lots are not part of tract or parcel map, chain of title dating back to September, 1962 shall be required).

All of the above mentioned requirements must be complied with before the application for the Lot Line Adjustment will be considered complete.

If the Planning Manager determines that the Lot Line Adjustment is approved, the application will not become effective until grant deeds are recorded between the property owners coinciding with the legal descriptions described in Exhibit “A”.

RECORDING REQUESTED BY:

CITY OF PALMDALE

WHEN RECORDED MAIL TO:

**CITY OF PALMDALE
OFFICE OF THE CITY CLERK
38300 SIERRA HIGHWAY, SUITE C
PALMDALE, CA 93550**

Space above this line is for Recorder's Use

**REQUEST FOR LOT LINE ADJUSTMENT
LOT LINE ADJUSTMENT NO. _____**

We the undersigned hereby request that this division of land qualifies for exemption from the Parcel Map Regulations, in accordance with Section 66412(d) of the Subdivision Map Act.

We understand that a Lot Line Adjustment may be granted between Parcels if:

1. This division is in accordance with Title 16 of the Subdivision Ordinance of the Municipal Code.
2. The Lot Line Adjustment does not create any new lots.
3. Does not include any lots or parcels created illegally.
4. Does not impair any existing access or create a need for access to any adjacent lots or parcels.
5. Does not impair any existing easements or create a need for any easements to any adjacent lots or parcels.
6. Does not impair reasonable land planning or create undesirable lot configurations due to existing environmental conditions or current zoning development standards.
7. Does not require substantial alteration of any existing improvements or create a need for any improvements.

Also, the Director of Planning may impose conditions to conform to local zoning and building ordinances of the City of Palmdale to be satisfied prior to the recording of the Lot Line Adjustment.

It is still the mutual desire of the undersigned, consistent with Title 16, to adjust the boundaries between our properties, as indicated by the attached, for the following reasons: _____

EXISTING ZONING: _____ PROPOSED ZONING: _____

ASSESSOR PARCEL NUMBERS:

PARCEL A: _____ PARCEL C: _____

PARCEL B: _____ PARCEL D: _____

OWNER INFORMATION:

PARCEL A:	PARCEL B:	PARCEL C:	PARCEL D:
_____ Owner's Signature	_____ Owner's Signature	_____ Owner's Signature	_____ Owner's Signature
_____ Owner's Name	_____ Owner's Name	_____ Owner's Name	_____ Owner's Name
_____ Address	_____ Address	_____ Address	_____ Address

NOTE: ALL SIGNATURES MUST BE NOTARIZED

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**CERTIFICATE OF COMPLIANCE FOR
LOT LINE ADJUSTMENT NO. _____**

I, Michael J. Mischel, City Engineer of the City of Palmdale, hereby state that the parcels as shown in Exhibit "A" are exempt from the Parcel Map requirements of the Subdivision Map Act, that they comply with all provisions of the Subdivision Map Act and Local Ordinance, and that this Certificate is being recorded in conformance with Section 16.28.020 (C) of the City of Palmdale Municipal Code.

This Certificate does not constitute the actual transfer of title of any portion of the parcels. This Certificate is to be recorded concurrent with the deed or deeds of conveyance necessary to transfer the title of the portion or portions of the parcels proposed by this Lot Line Adjustment.

CITY ENGINEER
CITY OF PALMDALE

Charles Heffernan

DATE

Attached: CERTIFICATE OF APPROVAL
Attached: REQUEST FOR LOT LINE ADJUSTMENT

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**CERTIFICATE OF APPROVAL FOR
LOT LINE ADJUSTMENT NO. _____**

WHEREAS, Section 66412 (D) of the Subdivision Map Act makes provisions for the local agency to approve Lot Line Adjustments where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is thereby not created; and

WHEREAS, the approval authority is vested in the Director of Planning under Section 16.28.020 thru 16.28.030 of the Subdivision Ordinance of the Municipal Code; and

WHEREAS, the Director of Planning has reviewed Lot Line Adjustment No. _____ and has made a finding that the real property described in Exhibit "A" and "B" complies with the provisions of the applicable City of Palmdale Ordinances and regulations; and

WHEREAS, the Director of Planning has made the following findings:

1. That the Lot Line Adjustment is eligible for processing under Section 66412 (D) of the Subdivision Map Act;
2. The resulting parcels as shown in Exhibits "A" and "B" meet the requirements of the Zoning Code; and

NOW, therefore, be it resolved that the proposed Lot Line Adjustment No. _____, as shown in Exhibits "A" and "B", is hereby approved, and that the parcels can be considered building sites upon the recordation of this document and the recordation of the necessary deeds of conveyance making the adjustment in conformance with this approval.

**PLANNING MANAGER
CITY OF PALMDALE**

DATED

Richard Kite