



# City of Desert Hot Springs

11999 Palm Drive • Desert Hot Springs, CA 92240  
www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

## LOT LINE ADJUSTMENT APPLICATION

### **APPLICATION PACKAGE SHALL CONSIST OF:**

1. Completed application form (one copy).
2. Signed and notarized Notice of Lot Line Adjustment.
3. A detailed plot plan meeting the requirements of the attached plot plan guidelines. One copy, no larger than 11" x 17", should be submitted.

### **APPLICATION REVIEW AND APPROVAL PROCEDURE:**

1. Application package submitted to the Planning Department.
2. Planning Staff reviews the application package. If determined incomplete, the applicant will be notified of the deficiencies. If the package is deemed complete, Planning Staff will proceed with processing.
3. Property Ownership Verifications, Property Tax Verifications, and General Plan and Zoning Code Consistency. Once the package is complete, staff will verify property ownership, check on the status of property taxes for the parcels, and verify that the proposed lot lines to be adjusted are consistent with applicable City policies.
4. Review and approval by Director. The Director of Planning will review the lot line adjustment application and pertinent background information and take action. The lot line adjustment may be denied, approved, or approved with conditions. The applicant will be notified of the Director's decision.
5. Appeal of the Decision. The applicant or other interested parties can appeal the decision of the Planning Director to the Planning Commission. If an appeal is filed, the lot line adjustment will not be recorded at the County Recorder's Office until the appeal is considered and a decision is rendered by the Planning Commission. A completed appeal application with accompanying fees must be filed with the Planning Department within 15 days of the date of the decision.



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## LOT LINE ADJUSTMENT APPLICATION

Name of Applicant/Agent	
Applicant Street Address	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	

Name of Owner (if other than applicant)	
Owner Street Address	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	

Assessor's Parcel Number(s)	
Project Description	

Name of Owner (if other than applicant)	
Owner Street Address	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	

Assessor's Parcel Number(s)	
Project Description	

Name of Owner (if other than applicant)	
Owner Street Address	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	

Assessor's Parcel Number(s)	
Project Description	

Name of Owner (if other than applicant)	
Owner Street Address	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	

Assessor's Parcel Number(s)	
Project Description	

Name of Owner (if other than applicant)	
Owner Street Address	
Home Phone	
Work Phone	
Mobile Phone	
E-Mail Address	

Assessor's Parcel Number(s)	
Project Description	

**THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE APPLICATION SUBMITTAL PACKAGE:**

1. **A Plot Plan** - A reproducible plot plan map (maximum size 11" x 17") drawn to a legible scale which illustrates the Lot Line Adjustment. The plot plan must contain sufficient detail to verify conformance with existing zoning and building regulations. The plot plan must illustrate the following items where applicable:
  - a. Existing and proposed lot areas.
  - b. Existing surface and subsurface structures and improvements.
  - c. Existing and septic systems and well locations,
  - d. Streams and waterways,
  - e. Existing/proposed easements and access routes,
  - f. And any unusual topographic features or other information (such as compliance with minimum setback requirements (which may be pertinent to review and approval of the application.
2. **Appropriate application fee.**
3. **Signed Notice of Lot Line Adjustment Form.**

**CITY OF DESERT HOT SPRINGS**

**RECORDING REQUESTED BY  
CITY OF DESERT HOT SPRINGS**

**WHEN RECORDED MAIL TO:**

City of Desert Hot Springs  
11999 Palm Drive  
Desert Hot Springs, CA 92240

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**SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY**

**NOTICE OF LOT LINE ADJUSTMENT**

**LLA \_\_\_\_\_ - \_\_\_\_\_**

For Real Property Located within  
The City of Desert Hot Springs, Riverside County

**I. Parcels with Lot Lines to be Adjusted:**

(List all lots/parcels in the lot line adjustment by Assessor's Parcel Number and/or deed reference)

**II. Signature of Record Title Owners:**

(This document will be recorded. All record title owners must sign below, and their signatures must appear as reflected on the recorded deeds. **All signatures must be notarized.) SEE ATTACHED.**

**III. City Approval:**

This Notice of Lot Line Adjustment has been reviewed and approved by the City of Desert Hot Springs Planning Department.

APPROVED:

\_\_\_\_\_  
Signature

City Engineer \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Signature

City Clerk \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**WHEN RECORDED MAIL TO:**

City of Desert Hot Springs  
11999 Palm Drive  
Desert Hot Springs, CA 92240

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**NOTICE OF LOT LINE ADJUSTMENT**

**LLA \_\_\_\_\_ - \_\_\_\_\_**

For Real Property Located within  
The City of Desert Hot Springs, Riverside County

**I. Parcels with Lot Lines to be Adjusted:**

(List all lots/parcels to be adjusted by Assessor's Parcel Number and/or deed reference)

**II. Signature of Record Title Owners:**

We, the undersigned, do hereby certify that we are all and the only parties having any record title interest in the property as described in the attached descriptions and plats and do hereby approve of, join in, and consent to the preparation and execution of this lot line adjustment as described in the attached descriptions and plats.

(This document will be recorded. All record title owners must sign below, and their signatures must appear as reflected on the recorded deeds. All signatures must be notarized).

Name of company/partnership/corporation \_\_\_\_\_

1. NAME \_\_\_\_\_

\_\_\_\_\_  
Signature (must be notarized) Date

STATE OF CALIFORNIA )SS

COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_ personally appeared

\_\_\_\_\_  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in hi/her/their authorized capacity(ies), and that by he/her/their signature(s) on the instrument the person(s), or the 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 seal.

\_\_\_\_\_  
Signature of Notary

Name of company/partnership/corporation \_\_\_\_\_

2. NAME \_\_\_\_\_

\_\_\_\_\_  
Signature (must be notarized) Date

STATE OF CALIFORNIA )SS

COUNTY OF \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_ personally appeared

\_\_\_\_\_  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in hi/her/their authorized capacity(ies), and that by he/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary



Name of company/partnership/  
corporation

3. NAME \_\_\_\_\_

\_\_\_\_\_  
Signature (must be notarized) Date

STATE OF CALIFORNIA )SS

COUNTY OF \_\_\_\_\_

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Name of company/partnership/  
corporation

1. NAME \_\_\_\_\_

\_\_\_\_\_  
Signature (must be notarized) Date

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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 seal.

\_\_\_\_\_  
Signature of Notary

The City of Desert Hot Springs Engineering Department has examined this lot line adjustment and finds it in conformance with [Section 66412\(d\)](#) of the Government Code of the State of California.

Approved: \_\_\_\_\_

City Engineer

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

The City of Desert Hot Springs Planning Department has examined this lot line adjustment and finds it consistent with zoning and subdivision requirements.

Approved: \_\_\_\_\_

Community Development Director

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name

**CERTIFICATE OF LOT LINE ADJUSTMENT  
APPLICATION SUBMITTAL REQUIREMENTS AND CHECKLIST**

Prior to submitting a Certificate of Lot Line Adjustment Application, it is requested that the applicant discuss the application requirements, procedures, zoning provisions and possible conditions of approval with the Planning Department, and Public Works staff. Please note that acceptance of your application is not an indication of approval.

**NOTICE**

*No Lot Line Adjustment with lots or parcels already improved having one or more living units shall be approved pursuant to this section unless the resulting adjusted lots or parcels complies with the density requirements of the applicable zoning ordinance.*

**A. SPECIFIC INFORMATION**

The following specific information and material shall accompany a uniform Application at the time of submittal. Applicants will not be considered complete, nor will they be acted upon until all submittal requirements have been met. All items, maps and exhibits submitted in support of this application shall become the property of the City of Desert Hot Springs.

This checklist is designed to assist applicants in making sure all necessary information is included in their application packet. Please include this checklist along with your submittal.

	Applicant	City	
1.	<input type="checkbox"/>	<input type="checkbox"/>	A completed, signed, Uniform Application. If the application is signed by an agent for the owner, the agent authorization form, on the back side, must be completed. The application shall not be accepted unless signed by the owner or authorized agent.
2.	<input type="checkbox"/>	<input type="checkbox"/>	Payment of the currently required Application Fees.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Title Report(s) dated within 6 months of application submittal, showing all affected owners.
4a.	<input type="checkbox"/>	<input type="checkbox"/>	An Owners' consent to lot line adjustment for each parcel involved shall be signed by all owners of record and <u>notarized</u> .
4b.	<input type="checkbox"/>	<input type="checkbox"/>	Copies of legal descriptions, prepared by a licensed Land Surveyor or Civil Engineer, describing each parcel in the lot line adjustment.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Copies of a detailed site plan drawn to scale, shall be submitted. Additional copies of the map shall be made available by the applicant or engineer/surveyor to the Department upon request. All maps shall be drawn on uniform size sheets no less than 8 ½" x 11". The detailed map should include:

- The parcels in the lot line adjustment indicating the Assessor Parcel Number(s) for each parcel.
- For subdivision/parcel maps, indicate the book page, block and lot(s) for each parcel in the lot line adjustment.
- Indicate existing improvements including but not limited to structures, septic systems, and wells, if any, and their locations on the property showing the distances from the property lines.

**B. APPROVAL REQUIREMENTS**

A Certificate of Lot Line Adjustment is subject to approval by the Planning Director and/or his/her designee. Consideration for approval will occur after review of any comments that have been received in response to the public notice in the newspaper and to affected agencies and property owners within a 300-foot radius is given.

Additional information may be required in order to clarify, amplify, correct or otherwise supplement the above submittal information, as deemed necessary by the Department of Planning and Permits.

**I certify that all required information and materials have been submitted with this application.**

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**THE DECISION OF THE DIRECTOR IS FINAL UNLESS  
APPEALED WITHIN 10 CALENDAR DAYS**

