



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), with copies of the current deeds or current title report for each lot.
2. Completed unsigned Notice of Lot Line Adjustment. Includes legal description (Exhibit 'A'), plat (Exhibit 'B') and preliminary copies of grant (perfecting) deeds.

Note:

Legal description (Exhibit 'A') and plat (Exhibit 'B') shall be prepared by a licensed Land Surveyor or Civil Engineer licensed prior to January 1st, 1982).

Signature of Record Title Owners:

(This document will be recorded. All record title owners shall sign the "Notice of Lot Line Application", after the application has been deemed acceptable. The landowner's signatures must appear as reflected on the recorded deeds. All signatures shall be notarized.)

3. A detailed plot plan (*prepared by a licensed Land Surveyor or Civil Engineer licensed prior to January 1st, 1982*) meeting the requirements of the attached plot plan guidelines. One copy, no larger than 11" x 17", should be submitted. 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.
4. Appropriate application fee.

APPLICATION REVIEW AND APPROVAL PROCEDURE:

1. Application package submitted to the Planning Department.
2. Planning Staff reviews the application package. If necessary, the applicant will be notified of any deficiencies or requirements to complete the application.
3. Property Ownership Verifications, Property Tax Verifications, and General Plan and Zoning Code Consistency. Planning staff will verify that the proposed lot lines to be adjusted are consistent with applicable City policies.
4. Review and approval. The Director of Planning will review the lot line adjustment application. The applicant will be notified of the Director's decision. As part of the review, Exhibits 'A' and 'B', along with the perfecting deeds, will be reviewed for technical correctness by the City Land Surveyor.



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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	

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

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:

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

II. City Approval:

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

APPROVED:

Signature

Title

Printed Name

Date

WHEN RECORDED MAIL TO:

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

NOTICE OF LOT LINE ADJUSTMENT

LLA _____ - _____

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

I. Parcels:

(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 the attached sheets, and their signatures must appear as reflected on the recorded deeds. All signatures must be notarized).

Signature of Record Title Owner A: Name/
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

Signature of Record Title Owner B: Name/
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.

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

Signature of Record Title Owner C: Name/
name of company/partnership/ corporation

3. 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

Signature of Record Title Owner D: Name/
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

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 Land Surveyor

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

Note:

The Lot Line Adjustment shall become void if the perfecting deeds associated with the approved Lot Line Adjustment are not recorded within 90 days of being executed by the Community Development Director.

**CERTIFICATE OF COMPLIANCE
APPLICATION SUBMITTAL REQUIREMENTS AND CHECKLIST**

Prior to submitting a Certificate of Compliance, 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 Lot Line Adjustment Application at the time of submittal. Applications 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. A completed, signed, Lot Line Adjustment 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. Payment of the currently required Application Fees.

3. Preliminary Title Report(s) dated within 6 months of application submittal, showing all affected owners.

- 4a. Owner's consents to lot line adjustment for each parcel involved shall be signed by all owners of record and notarized.

- 4b. Copies of legal descriptions (Exhibit 'A') and plat map (Exhibit 'B'), prepared by a licensed Land Surveyor or Civil Engineer, describing each parcel in the lot line adjustment.

5. 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.

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**