



LOT LINE ADJUSTMENT/ MERGER APPLICATION

Project Address: _____ Case # _____

This checklist should be reviewed with a Planner at the public counter and must be submitted with the Lot Line Adjustment/ Merger application. A Lot Line Adjustment/ Merger request is heard by the Planning Commission at a noticed public hearing. Any appeals of the decision will be heard by the City Council. A complete Lot Line Adjustment/ Merger application submittal consists of the following materials:

- Filing Fees** – Please consult with a Planner to determine the required application fees.
- Lot Line Adjustment/ Merger Application** – Completed Lot Line Adjustment/ Lot Merger application including full legal descriptions of the existing and proposed lot(s).
- Proof of Ownership/Property Owner Authorization Form** – if the Applicant is representing owner

5 Physical Copies (along with electronic copies via e-mail/USB):

- Master Land Use Application** – Completed form (attached) that includes:
 - a) Comprehensive description of the project and the specific entitlements (e.g. Lot Line Adjustment, Lot Merger, Variance, Conditional Use Permit, Site Plan Review, etc.) requested.
 - b) Property owner signature. If application is not signed by property owner, written consent (signed) from the property owner is necessary authorizing the applicant to submit application.
- Applicant Affidavit (Notarized)** – Attached to Master Land Use application.
- Environmental Information Form** – Attached to Master Land Use application.
- Preliminary Title Report**– Provide **two copies** of a current preliminary title report (dated within one year of application date). Provide all recorded easements and restrictions.
- Development Plans/ Plat Map (Lot Line Adjustment) or Parcel Map (Lot Merger)** – folded copies of dimensioned and scaled plans that include:
 - a) Project site address.
 - b) Applicant, name, address, and phone number.
 - c) North arrow, scale, vicinity map, and a legend.
 - d) Lot survey prepared by a Licensed Land Surveyor showing all existing and proposed lot lines.
 - e) Site plan showing all property lines and distances to center line of streets/alleys.
 - f) Table showing development calculations (e.g. lot coverage, floor area ratio, parking, etc.)
 - g) Clearly labeled location and use of all existing and proposed structures.
 - h) Clearly labeled location and uses of all existing structures on adjacent properties.
 - i) Setback dimensions of all existing and proposed structures.
 - j) Location of all existing and proposed fences, walls, and other screening.
 - k) Mature trees 4" or more in trunk diameter at breast height.
 - l) All easements located within or adjacent to the project site.
 - m) Demolition plan (if applicable).
- Additional Items** – Other items as determined by a Planner (e.g. topographic map, survey, lighting plan, drainage plan, landscape plan, sign inventory, parking inventory, grading, lease agreement, etc.)

2 Physical Copies (along with electronic copies via e-mail/USB):

- Notification Materials** – Submittal items as outlined in the Public Notification Packet Instructions handout.
- Photos** – Photos showing general conditions of site including existing structures, walls, and landscaped/paved areas.

Please contact the Planning Division at (323) 887-1478 for any additional information related to the submittal of any Planning applications.

DESCRIPTION OF REQUEST:

This Lot Line Adjustment/ Merger is to:

FINDINGS:

The applicant must thoroughly respond to the directive below to make the required findings for the proposed Lot Line Adjustment/Merger. Use additional sheets if more space is necessary to complete your response. The City's Zoning Code and General Plan are available at City Hall. The Zoning Code is also available at www.cityofmontebello.com

- 1) Describe how the proposed Lot Line Adjustment/Merger, together with its design and improvement, is consistent with the General Plan and with any applicable specific plan.

- 2) Describe how the proposed Lot Line Adjustment/Merger, together with its design and improvement, satisfies the requirements of the Zoning Code and the Subdivision Map Act.

PARCEL INFORMATION:

The applicant must thoroughly respond to the directives below to make the required findings for the proposed project. Use additional sheets if more space is necessary to complete your response.

PARCEL #1

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	

PARCEL #2

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	

PARCEL #3 (if applicable)

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	

PARCEL #4 (if applicable)

Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	