

**CITY OF WESTMINSTER
LOT LINE ADJUSTMENT PROCEDURES**

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Submittal Requirements:

1. Lot Line Adjustment Application with contact information of applicant's Title Company/Title Officer. Title Officer of record shall pick-up and record the approved Lot Line Adjustment.
2. Three (3) copies of the completed Lot Line Adjustment Form including the following:
 - a. Form completely signed by the property owners. **Signatures must be notarized.**
 - b. Legal description of each parcel. (Exhibit "A")
 - c. Map showing existing and adjusted property lines. (Exhibit "B")
All easements that affect the adjusted lot lines must be shown.
 - d. Site Plan diagram. (Exhibit "C")
3. Two (2) copies of title reports and backup documents (deeds, modification to deed of trust etc.)
4. Deeds must contain statement that it is being recorded "concurrently with LLA__ - __".
5. Two (2) copies of traverse calculations.
6. Lot Line Adjustment Application fees.

In addition, applicant will submit the required number of sets of the Lot Line Adjustment application and pay associated application fees to the County of Orange Resources and Development Management Department/Geomatics/Land Information Systems Division for a technical check of the application.

Processing Procedure:

1. Submit Lot Line Adjustment Application package to the City of Westminster.
2. City staff will assign a case number and provide to applicant.
3. Submit Lot Line Adjustment Application package to the County of Orange.
4. City staff will review the Lot Line Adjustment Application to verify compliance with local subdivision, zoning and building ordinances and the Subdivision Map Act.
5. County of Orange staff will perform a technical check of the Lot Line Adjustment Application.
6. If necessary, applicant will make the necessary revisions to the Lot Line Adjustment application or provide necessary documents and resubmits to the City and/or County of Orange.
7. Upon completion of revisions, applicant will obtain signature from County Surveyor on the application.
8. Once Lot Line Adjustment application is approved by the Planning Manager and City Engineer, City Engineer will authorize both the deeds and Lot Line Adjustment to the Title Officer of record for pick-up and recordation at the County of Orange Clerk-Recorder Office. Any fees associated with the recordation, including fees charged by the Title Company, is the responsibility of the applicant.