

# City of Irwindale

## Planning Department

### Application Filing Requirements

#### LOT LINE ADJUSTMENT

In addition to the completed General Permit Application Form and the Lot Line Adjustment Application Form, the Applicant must prepare and file the following:

**1. Title Report**

One (1) copy of a title report providing the Legal Description of the properties included in the Application. The Legal Description shall describe the following: a) the affected properties as they will exist after the adjustment of the lot lines; b) the names, addresses, and phone numbers of the property owners involved (the names must be listed exactly as shown on the deeds or title to the properties); and c) the County Assessor Parcel Number for each of the properties being adjusted.

**2. Signatures**

Signatures of all Owners of Record shall be included in the Application form.

**3. Plot Plan**

**Three (3)** copies of a Plot Plan prepared by a licensed civil engineer or land surveyor, drawn to scale, and of sufficient size to show full detail, and including the following:

- a) North arrow and scale;
- b) The dimensions and boundaries of the lots included in the Application;
- c) The location of the properties in relation to the adjoining and nearby lots, streets, alleys, and easements;
- d) Dash lines indicating the proposed location of the new property line(s);
- e) The adjusted parcels shall be lettered or numbered consecutively, in such a manner that there will be no confusion with the original lot or parcel numbers. The net acreage of the adjusted parcels shall be shown to the nearest one-thousandth of an acre;
- f) The location of existing buildings, garages, fences, and other improvements showing their relation to the lot lines being created; and
- g) Any other information relevant to the proposed lot line adjustment as required by the Director of Public Works/City Engineer.

#### **4. Fees**

All applicable fees as per Planning Department Fee Schedule adopted by the City council on February 28, 2002.

**Note:**

In order to obtain a Lot Line Adjustment, each of the properties involved must be legally subdivided, and

1. No additional or fewer parcels may result;
2. Each resultant lot must meet Zoning Code requirements concerning lot width, depth, and area, and
3. New lot lines must not impair existing or create the need for new access, easements, or improvements.