

CITY OF RIVERSIDE PUBLIC WORKS DEPARTMENT

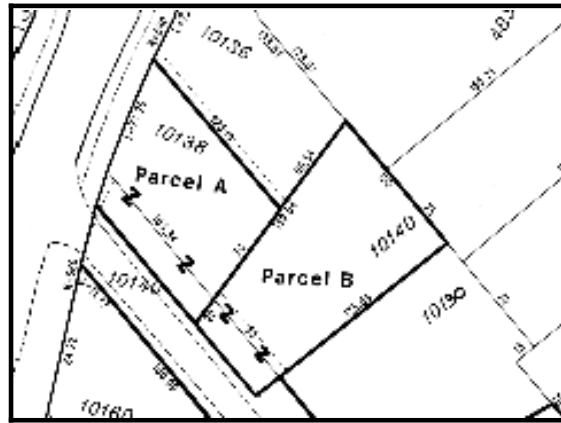
LOT LINE ADJUSTMENT/CONSOLIDATION PROCESS & SUBMITTAL LIST

In the City of Riverside a Lot Line Adjustment/Consolidation Case is processed in the following sequence.

A) A Lot Line Adjustment/Consolidation package is submitted to the Public Works Department – Survey Division, attention City Surveyor with all the following documents.

- 1) One (1) copy of the completed LLA General Application
- 2) One (1) copy of a Preliminary Title Report for each ownership and most recent Grant Deeds
- 3) Two (2) copies of the final parcel descriptions and plat (8-1/2" x 11") as they will appear when the Lot Line Adjustment is complete along with closure calculations
- 4) Two (2) copies of a GRANT DEED whereby the owners grant to themselves their parcel in its final configuration. This need not be executed yet.
- 5) If R/W is required, either for street or utilities, two (2) copies of an Exhibit "A" description and plat reflecting the requirement must be attached
- 6) If applicable, Two (2) copies of the TRANSFER DEED in the form of a Grant Deed for the portion of the property being exchanged. Again this need not be executed yet
- 7) One (1) copy of a letter from the lenders/trust deed holders agreeing to modify the Deeds of Trust to reflect the new parcel configurations. (A letter from an Escrow Officer stating that this will be done as part of an escrow process is acceptable)
- 8) Copy of Variance letter from Planning Department (if applicable)
- 9) Three (3) copies of the plot plan (24"x36")
 - Indicate the following:
 - a. A north arrow and scale (preferable scales are 1" = 10 feet or ¼" = 1 foot, or another appropriate scale);
 - b. Resulting lots must show dimensions, and square footage;

- c. Delineation of all proposed property lines as they will exist when the Lot Line Adjustment or Consolidation is completed by heavy solid lines; the property lines to be eliminated by dashed lines with appropriate property "Z-hooks" to show land consolidations (see illustration);



Example of how to draw parcel lines

- d. Delineation of all existing improvements, including (but not limited to):
 1. Buildings
 2. Accessory structures
 3. Swimming pools
 4. Easements
 5. Public streets;
- e. Contour lines with intervals no greater than five (5) feet on any undeveloped parcels;
- f. Vicinity map
- g. Existing non-residential buildings or structures (this will require a Building Code analysis) which include:
 1. Size of building including total square, footage of all stories,
 2. Type of construction,
 3. Any rated walls and wall openings located closer than 20 feet to the property line;
- h. Walls, fences, walkways and off-street parking areas or garages, and their measurements from all property lines. Proposed construction shall be distinguished from existing improvements.
- i. Dimensioned setbacks.
- j. Widths to centerline of existing streets, highways, alleys and other public right-of-way. Please check with the Public Works Department to determine if additional right-of-way will be required for your project.
- k. Easement locations (if any).
- l. Names, addresses and phone numbers of architect or designer, engineer, applicant and legal owner.
- m. Any other drawings, photographs or information that may be requested or that the applicant may wish to submit in support of this case.
- n. Identification of all blue line streams and/or major arroyos, including precise definition of the 100-year flood zone and setback should be included on the plans, if applicable. *Note: Should the site include a blue line stream or involve any other issue that requires State agency review, State law requires a 30-day review period for the Initial Study and may require that the case be heard at a later hearing date to accommodate the review.*
- o. Grading information- contact Planning and review the "Environmental Review of Grading Plans" handout, if applicable.

10) FAA Part 77 review (if applicable)

11) Military Notification Process (if applicable)

- 12) Soils Report (if Applicable)
- 13) Processing fee of \$3,995.62 for a LLA/Consolidation or \$725.07 for a Certificate of Compliance, made payable to the "City of Riverside".
- B) The Case is assigned a Case Number and routed to all the City Departments involved with the Land Development Process.
- C) Each Department places conditions upon the Case.
- D) The Case Conditions are transmitted to the Applicant.
- E) The Applicant must now satisfy all the conditions. This may require contacting those departments that have placed conditions on the case to ascertain particulars.
- F) The City Surveyor will review all documents and submittals, verify that all are accurate, and return any that require revision.
- G) The City Surveyor will prepare the Easement Documents and attach the appropriate Exhibit "A" and Plat as prepared in Item A5. These will be returned to the applicant for execution.
- H) When the required executed easement documents are returned and approved as to form by the City Attorney, the City Surveyor will have them recorded.
- I) The City Surveyor will prepare the Certificate of Compliance for Lot Line Adjustment /Consolidation (COC) documents.
- J) When all case conditions are satisfied and any required executed easement documents have been sent for recordation and lender letters have been submitted to the City Surveyor, said City Surveyor will release the COC documents to the applicant for recordation.
- K) The applicant must have the COC(s), GRANT DEED(S) and TRANSFER DEED(S) recorded and a copy returned to the City Surveyor.
- L) The Lenders must finalize their modification of any Deeds of Trust.

Lastly the case is considered complete when a copy of each of the recorded document is returned to the City Surveyor.

I hope the above sequence helps. Once again, please review your case conditions and verify that each condition has been or will be satisfied. Failure to have all conditions satisfied **will** hold up completion of your case.