



## City of Palos Verdes Estates Requirements for a Minor Lot-Line Adjustment

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Listed below is an outline covering the normal procedure for submitting and processing minor lot line adjustments. Please provide the following:

1.  Filing Fee.
2.  Application Cover sheet.
3.  Letter of explanation as to why minor lot line adjustment is being requested. Letter should include names, mailing addresses and phone numbers of property owners involved and person or firm filing request with the City.
4.  Legal description, prepared by a registered Civil Engineer or Land Surveyor, of property being transferred (See attached Exhibit A).
5.  Completed "Request for Certificate of Compliance" form for each property involved. Legal description of property as proposed to be modified must be prepared by a registered Civil Engineer or Land Surveyor. Each form must be signed by the property owner(s) involved in the proposed modified parcel. (See attached Exhibit B for completed "Request for Certificate of Compliance".)
6.  Two (2) copies a plan with the following information provided:
  - a.  Complete plot plan of properties involved, including legal descriptions, property line bearing and distances.
  - b.  Area (in square feet) of each property involved as it currently exists.
  - c.  Area (in square feet) of each property involved with proposed modifications.
  - d.  Location of proposed lot line adjustment including bearings and distances.
  - e.  Outline of property being transferred.
  - f.  Area (in square feet) of property being transferred.
  - g.  All existing and proposed structures on each property involved.
  - h.  Legal descriptions and addresses of all adjacent property, both public and private.
  - i.  All adjacent street right-of-ways including improved and unimproved.
  - j.  North arrow and plan scale.
  - k.  Certification of registered Civil Engineer or Land Surveyor.
  - l.  Street addresses of properties involved.
7.  Once all the information is submitted and approved, the following will occur:
  - a.  Staff will prepare a letter of approval to the involved property owners for signature.
  - b.  City Engineer will issue a certificate of compliance.
  - c.  The applicant shall be responsible for forwarding all appropriate forms to the City Clerk's office for recordation with the Los Angeles County Recorder's office.

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**EXHIBIT A**

Description of Property Proposed to be Transferred

That a portion of Lot \_\_\_\_\_, Block \_\_\_\_\_, Tract \_\_\_\_\_, in the City of Palos Verdes Estates, County of Los Angeles, State of California, as per map filed in book \_\_\_\_\_, pages \_\_\_\_\_ through \_\_\_\_\_ inclusive, of Maps, in the office of the Recorder of said County, described as follows:

Beginning at: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fill in legal description of property to be transferred.

Containing therein \_\_\_\_\_ square feet.

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**EXHIBIT B**

Recording Requested by and mail to:  
Name: City of Palos Verdes Estates  
Street: 340 Palos Verdes Drive West  
City: Palos Verdes Estates, CA 90274

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CERTIFICATE OF COMPLIANCE  
REQUEST FOR CERTIFICATE OF COMPLIANCE

I/We the undersigned owner(s) of record of real property within the City of Palos Verdes Estates hereby REQUEST the City of Palos Verdes Estates to determine if said real property described below has complied with the provisions of the Subdivision Map Act of the State of California, and the Subdivision Ordinances of the City of Palos Verdes Estates.

Signature	Signature	Signature
Name (Printed)	Name (Printed)	Name Printed)
Date	Date	Date

Description of Lot \_\_\_\_\_ Block \_\_\_\_\_ Tract \_\_\_\_\_  
as proposed to be modified

That portion of Lot \_\_\_\_\_ Block \_\_\_\_\_ Tract \_\_\_\_\_, in the City of Palos Verdes Estates, County of Los Angeles, State of California, as per map filed in book \_\_\_\_\_ pages \_\_\_\_\_, through \_\_\_\_\_ inclusive, of Maps in the office of the Recorder of said County, described as follows:

Beginning at (Fill in legal description of modified lot) \_\_\_\_\_

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This parcel contains \_\_\_\_\_ square feet.

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## **EXHIBIT C**

The following list of organizations should be contacted with appropriate information regarding the lot line adjustment in question:

- \* City Engineer
- \* Each county and city entitled by law to review and recommend thereon
- \* The Real Estate Commissioner of the State of California
- \* The District Engineer of the Division of Highways of the State of California
- \* The affected school district or districts
- \* The Park Department
- \* Publicly and privately owned utilities serving the area

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_____ Signature	_____ Signature	_____ Signature
_____ Name (Printed)	_____ Name (Printed)	_____ Name (Printed)
_____ Date	_____ Date	_____ Date

This parcel contains \_\_\_\_\_ square feet.