



EZOP Planning Checklist

LOT LINE ADJUSTMENT

Information Sheet

GENERAL INFORMATION

The County Development Code requires a Lot Line Adjustment approval when a property owner wants to adjust the lot line between at least two, but no more than four, adjacent parcels. In a Lot Line Adjustment, land is taken from one parcel and added to an adjacent parcel. No additional parcels may be created.

Typical reasons for a lot line adjustment include:

- Elimination of existing encroachments.
- Meeting the minimum area requirements of the Development Code.
- Meeting building code setback requirements.
- Accommodating topographic features.

FEES

Average Cost Application: \$2,485.00

PROCEDURES

The Director of Land Use Services approves a Lot Line Adjustment. Any interested party may appeal the decision of the Director prior to the effective date on the decision. Before approving a Lot Line Adjustment, the Director must be able to make the following findings:

- 1) The proposed lot line adjustment is consistent with the San Bernardino County General Plan, Development Code, and any Specific Plans.
- 2) The proposed lot line adjustment will not adversely affect public health and safety.

SUBMITTAL MATERIALS CHECKLIST

- ☐ 1. Property Owner Certification.
- ☐ 2. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.
- ☐ 3. Hazardous Waste Site Certification Form.
- ☐ 4. Letter of Intent.
- ☐ 5. Site/Plot Plan.
- ☐ 6. Survey Map, if a licensed land surveyor or civil engineer has surveyed the property.



Lot Line Adjustment Plot Plan Instructions

PLOT PLAN INFORMATION

1. Information Portion must contain the applicant's name and phone number, the number of lots to be adjusted, the Assessor's book, page and parcel number(s) of the existing parcel(s).
2. Plan should be drawn so that "north" is to the top of the Property Plot Plan Form. Write the scale of the plot plan under the north arrow provided.
3. Delineate the location and dimension the lengths and widths of the following:
 - a) Existing property lines for each lot or parcel. Existing lot lines that will not remain should be shown as a dashed line. Place a dashed line around each combination of lots to be merged.
 - b) Existing rights-of-way for all abutting streets and names of said streets.
 - c) Existing street and drainage improvements (paved, dirt, etc.).
 - d) All existing easement for drainage, public utilities, access or encroachments.
 - e) All underground structures including septic tanks, leach lines, seepage pits. If none, indicate method of sewage disposal.
 - f) All storm drains and wells.
 - g) All existing structures. In addition to dimension of structures, indicate the distances between structures and between each structure and the nearest existing or proposed property line. Also indicate the use of each structure and any that are to be removed. If none, indicate "vacant" on the plot plan.
 - h) Indicate location of any topographic conditions (hills, canyons, water courses, known seismic fault areas, etc.). If none, indicate on plan that no topographic conditions exist.
4. Compute and record the net lot area in square feet or acres for each new proposed lot and include a new legal description.
5. If commercial and/or industrial structures are existing and to be retained and utilized, show all parking facilities and driveways.