Recently, the County Surveyor’s Office met with City Staff regarding map checking procedures. The City currently utilizes the County for checking its various divisions of land conveyances such as lot line adjustments.

Accordingly, the City has made its submittal policy for lot line adjustments to be concurrent with the County’s lot line adjustment manual. Lot line adjustments shall be submitted as follows.

**Preliminary Review & Authorization to Submit to County Surveyor**

- A letter to the Planning Manager, with copies to the Assistant City Engineer and Building Official explaining the purpose of the lot line adjustment, the existing access points to public streets, any known easement or infrastructure issues and property ownership information.

- Also Attach the following Exhibits A, B, & C on 8½ by 11.
  
  A. Accurate Plot of Existing lot lines & building outlines  
  B. Accurate Plot of Proposed lot lines & existing building outlines  
  C. Accurate Plot of Existing and Proposed lot lines differentiated by color or pattern and existing building outlines

Staff will review the conformance of lot line adjustments to existing zoning and building ordinances. If found not to appear to violate ordinances, such as lot size, setbacks, legal building sites, need for additional infrastructure, etc..., the Assistant City Engineer will then provide a letter to the applicant authorizing the County to perform map checking services.

The applicant is also encouraged to set up a meeting prior to submittal.
Application to the County Surveyor’s Office for Lot Line Adjustment

Upon receiving the authorization letter, the applicant shall then submit all required documents directly to the County of Orange Surveyor’s Office as required in:

“Lot Line Adjustment Packet within the Incorporated Areas of the County of Orange” Revised 2/2013

This document is available for review at the Cypress Public Works Counter.

Once the County Surveyor’s office checks the submittal, and finds it technically correct, the County Surveyor will send a letter to the Director of Community Development and Director of Public Works requesting approval.

Approval by the City

Once received by the City, the document will be reviewed for final compliance with Section 24 of the Cypress Municipal Code for approval. The municipal code delegates authority for approval of lot line adjustments to the Director of Public Works and Director of Community Development. Once approved, the City will wait ten days for any appeal pursuant to the municipal code. If no appeal is filed, the City approval will be sent to the County Surveyor’s office for recordation.

Final Recordation

Once the City approval is received by the County Surveyor, their office will submit to the County Recorder for recordation. A conforming copy must also be provided by the Applicant to the City within 10 days of the recordation date.

If you have any questions regarding this procedure, please contact the Assistant City Engineer at (714) 229-6740.

Attachments: Lot Line Adjustment Packet within the Incorporated Areas of Orange County
LOT LINE
ADJUSTMENT
PACKET
WITHIN THE
INCORPORATED
AREAS OF
THE COUNTY OF ORANGE

OC SURVEY
(714) 967.0842
www.ocpublicworks.com/survey
Brad.Tippett@ocpw.ocgov.com
Revised 2/2013
## SUBMITTAL CHECKLIST
Incorporated City

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>1. Map Checking/County Surveyor: $1,088 (deposit)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Application for Lot Line Adjustment (Completed, signed and notarized by record owner), Exhibit “A” (Legal description), Exhibit “B” (map, including legend) and Exhibit “C” Site Plan** (showing existing structures and easements).</td>
</tr>
<tr>
<td></td>
<td>3. Applicant shall provide evidence that establishes subject property as legal parcels.</td>
</tr>
<tr>
<td></td>
<td>4. Letter addressed to the Orange County Surveyor from City Authorizing Map Checking Services.</td>
</tr>
<tr>
<td></td>
<td>5. Submit to Orange County Surveyor:</td>
</tr>
<tr>
<td></td>
<td>A. Ownership Guarantee from Title Company.</td>
</tr>
<tr>
<td></td>
<td>B. Completed Grant Deeds.</td>
</tr>
<tr>
<td></td>
<td>C. Completed Preliminary Change of Ownership Report.</td>
</tr>
<tr>
<td></td>
<td>D. Consent of Lienholder.</td>
</tr>
<tr>
<td></td>
<td>E. Preliminary Title Report (current, no later than 60 days old).</td>
</tr>
<tr>
<td></td>
<td>F. All reference documents including all deeds, maps and easement documents.</td>
</tr>
<tr>
<td></td>
<td>G. Closure reports signed by Surveyor/Engineer.</td>
</tr>
<tr>
<td></td>
<td>H. Record of Survey per Section 8762 Professional Land Surveyors Act.</td>
</tr>
</tbody>
</table>

Note:**For the purpose of clarity and continuity, a simplified and “cleaned up” version of Exhibit “C” (Site Plan) is now required. The emphasis is to be on existing and proposed lot lines, and their relationship to the roads, structures and easements. This is in addition to the Standard Exhibit “C”.

**SUBMITTAL BY APPOINTMENT ONLY: (714) 967-0842**
Filing Instructions

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of Lot Line Adjustment applications. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

I. REQUIREMENTS FOR FILING APPLICATION

Completion of the Lot Line Adjustment application requires basic information regarding ownership and legal description of the property involved, a title report for each separately owned property, a letter of consent from each party having a beneficiary interest, maps illustrating the proposal and the payment of processing fee. The record owner(s) of the parcel involved is responsible for the accuracy of all information submitted in connection with this application.

Some required items are documents that will be recorded. Therefore, the forms must be typed and the exhibits drawn legibly. Also, to assure the reproducibility of the documents, use black ink on all forms and maps.

To accurately compile the information required, the Lot Line Adjustment application shall be prepared by a person authorized to practice land surveying pursuant to Sections 8700 through 8806 of the Business and Professions Code, Professional Land Surveyors Act, State of California.

II. CRITERIA FOR ACCEPTANCE

A Lot Line Adjustment application may be accepted when the proposal complies with the following specifications:

A. Letter from City authorizing Map Checking Services.
III. ITEMS TO BE SUBMITTED

A. Application for Lot Line Adjustment

This form must be filled out completely. The record owner(s) of the parcels involved must sign the application form. Each signature must be notarized. If the record owner is a corporation, the signing officer’s name and title must appear below his or her signature. Full legal descriptions for the existing parcel must accompany the application. Submit a copy of the grant deed and title report for each parcel.

B. Exhibit “A” – Legal Description

Complete this form with the name(s) of the current record owner(s), the assessor parcel number, and the legal description of the parcel. Please type this form, as it will be one of the recorded documents.

The Licensed Land Surveyor or Registered Civil Engineer who prepared the legal description must sign each page along with his/her seal or stamp per the Professional Land Surveyors Act, Section 8761.

C. Exhibit “B” – Lot Line Adjustment Map

The map must be drawn in black ink on the 8 ½” x 11” form provided*. The map must be clear and readable. At least the following information must be provided on the map (additional information may be required):

*Note: If a larger Exhibit “B” map is needed for clarity, make references to the larger map by stating “see attached map: on the 8 ½” x 11” page.)

1. Map scale and north arrow.

2. The location of the project site in relation to the existing street and the distance of the nearest cross-street. (Must be detailed enough to allow someone not familiar with the area to locate the project site.)

3. The existing and proposed parcel layout. Show bearings and distances from all parcel lines (record data only). Use a solid line three times heavier than the next heaviest line on the map for proposed property lines, solid lines for existing lot lines and dash lines for existing lot line to be adjusted.
4. A number for each new parcel (Parcel 1, Parcel 2 etc.) and the net area of each new parcel. Net area equals the gross area minus any easements that restrict the surface use of the property, such as vehicular, pedestrian or equestrian easement.

5. The Licensed Land Surveyor or Registered Civil Engineer who prepared the legal description must sign each page along with his/her seal or stamp per the Professional land Surveyors Act, Section 8761.

D. Exhibit “C” – Site Plan

Since only certain information can be on the recorded Lot Line Adjustment map (Exhibit “B”), a second map is required showing additional information necessary to verify compliance with County zoning and building codes. This information may be submitted on the attached form labeled SITE PLAN. The following information must be included on the Site Plan:

1. The location and width of all existing or proposed easements or rights-of-way, whether public or private, for roads, drainage, scenic preservation, resources preservation, open space, sewers and flood control purposes. Label the easements as existing or proposed and indicate to who the easement is granted.

2. The location of any above ground or underground structures, including septic tanks and leach line, on the site. Dimension distances from proposed property lines to structures. If there are no structures on the parcels proposed for adjustment, add a note on the map (Exhibit “B”) stating that fact.

3. The Licensed Land Surveyor or Registered Civil Engineer who prepared the legal description must sign the exhibit along with his/her seal or stamp per the Professional Land Surveyors Act, Section 8761.

E. Record of Survey

If new lines are created and established, a Record of Survey will be required per Section 8762 of the Professional Land Surveyors Act and will be required prior to recording of new deeds.

F. Required Letter

A letter addressed to Orange County Surveyor from City Engineer.
G. Filing Fee

*See Submittal Checklist for Lot Line Adjustments.

H. Map Processing Deposit

A map processing deposit will be collected by the County Surveyor based on the hourly processing rate and estimated number of hours for the checking of the application and processing to recordation of the Lot Line Adjustment and/or Record of Survey, if required.

I. Recording Fee*

The County Recorder requires a fee* of $9.00 for the first page and $3.00 for each additional page for recordation of the Lot Line Adjustment and Record of Surveys. (The minimum number of pages is four (4), but the total may be more.) *Note: This fee will be due after the Lot Line Adjustment has been checked by the County Surveyor.

IV. PROCEDURE

A. The Applicant is required to submit the completed application to the Orange County Surveyor located at:

300 N. Flower Street
Santa Ana, CA 92703

B. The Orange County Surveyor will review the application for completeness.

C. The County Surveyor reviews the application to assure the document is technically correct and in an acceptable form for recordation. The County Surveyor takes the final approval action on the application and signs and affixes his/her seal on the application.

D. After the County Surveyor approves the application the following processing occurs:

1. If the parcels involved are owned by different individuals or entities, these owners shall prepare deeds to convey the appropriate portions of the adjusted parcels to each other. Consent to the Lot Line Adjustment by a party or entity holding a beneficial interest in the property shall be reflected in a modification of the deed of the trust including, as appropriate, any partial reconveyance necessary to affect the intent of the Lot Line Adjustment. The modification and, if required, partial reconveyance shall be executed in the manner of the conveyance of real
property and recorded concurrently with the deeds required by this section. The County Surveyor will review the deeds and, upon his/her approval, submit both deeds and the approved Lot Line Adjustment to the City for approval of City Council. After City Council has approved Lot Line Adjustment, City will submit all documents to County Surveyor who will submit to the County Recorder for recordation.

2. If all of the parcels involved are owned by a single individual or entity, the owner shall prepare deeds to convey the newly adjusted parcels to said owner or entity. The legal descriptions shown on these deeds shall agree with the parcel shown on the approved Lot Line Adjustment. Consent to the Lot Line Adjustment by a party or entity holding a beneficial interest in the property shall be reflected in a modification of the Deed of the Trust including, as appropriate, any partial reconveyance necessary to affect the intent of the Lot Line Adjustment. The modification and, if required, partial conveyance shall be executed in the manner of the conveyance of real property and recorded concurrently with the deeds required by this section. The County Surveyor will review the deeds and, upon his/her approval, submit both deeds and the approved Lot Line Adjustment to the City for approval of City Council. After City Council has approved Lot Line Adjustment, City will submit all documents to County Surveyor who will submit to the County Recorder for recordation. Deeds recorded pursuant to this paragraph shall be exempt from the requirements of Government Code Section 27584 (Monument Preservation Fund).

3. Record of Survey, if required, will reflect new deed references and will be filed with County recorder after new deeds are recorded.

E. All County Surveyor map processing fees must be paid prior to the submission of the deeds and the Lot Line Adjustment to the County Recorder.
LOT LINE ADJUSTMENT

Forward Recorded Originals to:
County of Orange
OC Public Works/OC Survey
Attn: Kevin Hills, County Surveyor
300 N. Flower Street
Santa Ana, CA 92703

RESERVED FOR COUNTY RECORDER'S USE

Lot Line Adjustment

LLA 2013

Record Owner(s):

Parcel 1
Name ____________________________

Parcel 2
Name ____________________________

Parcel 3
Name ____________________________

Parcel 4
Name ____________________________

(I/We) hereby certify that: 1) (I am/We are) the record owner(s) of the parcel proposed
for a adjustment by this application 2) (I/We) have knowledge of the consent to the filing
of this application and 3) The information submitted in connection with this application is
true and correct.

______________________________  ________________________________
SIGNATURE(S) OF OWNER OR AGENT

______________________________  ________________________________
NAME OF OWNER OR AGENT (TYPED OR PRINTED)

______________________________  ________________________________
SIGNATURE(S) OF OWNER OR AGENT

______________________________  ________________________________
NAME OF OWNER OR AGENT (TYPED OR PRINTED)
LOT LINE ADJUSTMENT
City of __________________

L L A 2013 - __________________

Contact Person: __________________
Street Address: __________________
City, State, Zip: __________________
Daytime Telephone: __________________

This document consisting of _______ pages were prepared by me or under my direction
_________________________ R.C.E./L.S. ______________________

Signature
(SEAL)

My registration/license expires: __________

Examined and approved as to survey content only for Kevin Hills, county Surveyor

by: Kevin Hills
    County Surveyor
    (SEAL)

Dated this ___________ day of ___________ 20 ___________

OFFICE USE ONLY

Date Filed
SEE EXHIBITS A, B and C Attached hereto

OC Survey Revised 2/2013
Exhibit “A”
Lot Line Adjustment
City of 

<table>
<thead>
<tr>
<th>Current Record Owners(s)</th>
<th>Existing Parcel AP Number</th>
<th>Proposed Parcels Reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sheet of sheet(s)</td>
</tr>
</tbody>
</table>
Exhibit "B"
Lot Line Adjustment
City of

L L A 2013 -

Map

<table>
<thead>
<tr>
<th>Current Record Owners(s)</th>
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<tbody>
<tr>
<td></td>
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<td>Sheet of sheet(s)</td>
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</table>
Exhibit "C"
Lot Line Adjustment
City of ______________________

L L A 2013 - ______________________

Site Plan

<table>
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<tr>
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</tbody>
</table>

Sheet of sheet(s)
CONSENT OF LIENHOLDER

("Lienholder" and "Beneficiary"), hereby consents to the grant of the foregoing Lot Line Adjustment to combine ________________________, also known as ________________________, and joins in the execution hereof solely as Lienholder of lien dated ________________________ & recorded on ________________________ as Document No. ________________________ and hereby does agree that in the event of the foreclosure of said Deed of Trust, or other sale of said property described in said Deed of Trust under judicial or non-judicial proceedings, the same shall be sold subject to said Lot Line Adjustment.

DATED:

STATE of: ) SS:
COUNTY of: )

BY: ________________________

On ________________________ before me the undersigned, a Notary Public in and for said State personally appeared, ________________________ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

Witness my hand and official seal.

NOTARY STAMP OR SEAL

________________________

Notary Public in and for said County and State

STATE of: ) SS:
COUNTY of: )

BY: ________________________

On ________________________ before me the undersigned, a Notary Public in and for said State personally appeared, ________________________ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

Witness my hand and official seal.

NOTARY STAMP OR SEAL

________________________

Notary Public in and for said County and State