






Lot Line Adjustment Application Submittal Requirements Checklist

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The following list identifies the submittal requirements for Tract Maps Applications, and **is designed to be used as a one page checklist (by customers/staff) at time of submittal of the application.** (See “Lot Line Adjustment Process Details” for additional information, clarification and samples for items below).

- 1) **Subdivision Submittal Information Application - Lot Line Adjustment** Provided -
- 2) **Application for Lot Line Adjustment** Provided -
- 3) **Exhibit “A” – Legal Descriptions** (if applicable) Provided -
- 4) **Exhibit “B” – Lot Line Adjustment Map** (if applicable) Provided -
- 5) **Exhibit “C” – Site Plan** (if applicable) Provided -
- 6) **Letter of Request** Provided -
Addressed to the Director, with the following information:
 - Reason for requesting Lot Line Adjustment
 - Existing zoning on the property
 - Required building site area per zoning
 - Proposed building site area on each parcel
- 7) **Ownership Guarantee from Title Company** Provided -
- 8) **Completed Grant Deeds** Provided -
- 9) **Completed Preliminary Change of Ownership Report** Provided -
- 10) **Deposits and Fees** Provided -
 - Filing Fee (\$500.00)
 - Map Processing Deposit (County Surveyor - \$504.00 + \$126.00/per parcel)

****** If the project is located within any of the specific areas:**

- **Ranch Plan Planned Community**
- **North Tustin**
- **Foothill Trabuco**

Please also refer to the related appendix for the particular area.****

ZONING BASICS		FOR STAFF USE ONLY	
Site Permits	APN Pages	Zoning Regulations	Color Aerial
_____	_____	_____	_____