



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763

Information Sheet

Lot Line Adjustment / Parcel Merger Application

Purpose:

Lot Line Adjustment:

Pursuant to Map Act § 66412(d), lot lines between 4 or fewer existing adjacent parcels may be adjusted, where land taken from 1 parcel is added to an adjacent parcel and where no more parcels are created than originally existed.

The City cannot impose conditions or exactions on approval of a lot line adjustment except to conform to local zoning and building ordinances, or, except to facilitate the relocation of existing utilities, infrastructure, or easements.

Seal Beach Municipal Code, Title 10, *Subdivisions*, Section 10.35.005, *Lot Line Adjustments* sets forth requirements of the City of Seal Beach for review and approval of a Lot Line Adjustment.

Parcel Merger:

Pursuant to Map Act § 66499.20¾, the merger of contiguous parcels under common ownership without reverting to acreage may be approved.

City provisions regarding "*Parcel Mergers*" are set forth in Seal Beach Municipal Code, Title 10, *Subdivisions*, Section 10.35.010, *Parcel Mergers*.

Basic Conditions for Approval of a Lot Line Adjustment / Parcel Merger Application:

The City may approve a lot line adjustment or merger of lots if the following conditions are met:

- The adjustment or merger involves no more than four contiguous parcels.
- No new parcels will be created.
- None of the resulting parcels will be reduced below the minimum standards for the zoning district in which they are located and no non-conformities will be created. ALL LOTS PROPOSED TO BE ALTERED SHALL CONFORM TO THE MINIMUM REQUIREMENTS FOR SUBDIVISION CONTAINED IN TITLE 10 AND TO MINIMUM LOT SIZE REQUIREMENTS IN THE CITY'S ZONING PROVISIONS CONTAINED



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IN CHAPTER 28. *If the affected lots do not conform to these minimum requirements, a lot line adjustment cannot be granted.*

- In the case of a lot merger, all parcels involved are under identical legal ownership.

The following Sections outline the submittal requirements and the review process.

Compliance with all the requirements and a timely response to City staff requests will expedite the project through the review, approval, and recording process.

The project submittal does not imply acceptance or approval of the Lot Merger or Lot Line Adjustment.

Section 1 - Submittal Requirements:

1.1 Review Fee:

- \$1,000.00 Deposit (minimum deposit plus time and materials).
- All fees will be finalized before City Council approval of the final map, in accordance with provisions of the current City of Seal Beach Fee Schedule, adopted by City Council Resolution.

1.2 Application:

- Application form must be filled out completely, signed by all owners of title, and notarized. If the record owner is a corporation the signing officer's name and title must appear below the signature.
- If two or more property owners are involved the owner(s) of property which results in a decrease in area must submit a letter from the mortgage company stating that it has knowledge of and consent to the proposed decrease in area.

1.3 Title Report:

- Must be dated no more than 90 days prior to the submittal of complete package and remain a maximum of 90 days old throughout the review process.
- Must cover all existing parcels and name current owner(s) of record.
- Any delinquent taxes must be paid and receipts submitted to the City.
- Any liens by public agencies must be cleared and a copy of a letter of release or other accepted proof of payment submitted to the City.



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1.4 County Assessor Map Pages:

- Two copies of Orange County Assessor page(s) showing lots to be adjusted or merged outlined in red.

1.5 Site Plan (5 Copies):

Only certain information can be shown on the official recorded Certificate of Compliance for Lot Line Adjustment or Certificate of Compliance for Lot Merger map. This Site Plan is required to show additional information necessary to verify compliance with adopted City codes and ordinances.

- a. All information and lettering on site plan must be legible. Draw to scale on 8 ½" x 11", 18" x 26" or 24" x 36" sheet (no reductions).
- b. Show boundary of entire project (1.2 mm pen width).
- c. Clearly show and identify new parcel lines and parcel lines to be removed. Parcel lines shall be clearly labeled "existing" and "proposed".
- d. Fully dimension boundary of each new parcel. Dimensions shall be clearly labeled "existing" and "proposed". Include metes and bounds (lengths and bearings of boundary lines) of the parcels as adjusted or merged
- e. Show centerline of streets and alleys and give dimension to road easement line. Show street names.
- f. Show and identify with recording data all easements on subject property and state whether public or private.
- g. Show detailed vicinity map, north arrow (north should be at the top of the sheet), scale and legend.
- h. Calculated area of each parcel as adjusted, to the nearest one-tenth of a square foot. Lot areas shall be given in square feet if they are less than one acre.
- i. Show title block and include project type (lot merger or lot line adjustment) property address(s) and assessor's parcel numbers.
- j. Show all **EXISTING** buildings and structures and give dimensions to parcel lines on all sides of buildings and structures. **DO NOT SHOW PROPOSED IMPROVEMENTS.**
- k. Show dimensions on all sides of buildings and structures.
- l. Show all existing parking stalls, including a summary of types and number of stalls. Identify paved areas of site.
- m. Show existing drainage, water and sewer services (with diameter size of pipe) entering the property.
- n. Show extent of 100-year floodplain, if applicable.
- o. If aerial overlay is used on site plan, all drawing line work and dimensions as required above must be drafted.



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Note: Non-compliance with items a. thru n. above will require owner / surveyor to correct site plan accordingly.









Owner has the option to defer submittal of Sections 1.6, 1.7 and 1.8 (new legal description, exhibit map and closure calculations by a license land surveyor) until PRELIMINARY APPROVAL from City staff for the project, as shown in Section 2.2, has been obtained.

1.6 New Legal Description (For recording with the Certificate of Compliance):

- On 8 ½” x 11” bond paper using **12 pt** UPPER CASE ARIAL FONT.
- Include metes and bounds (lengths and bearings of boundary lines) of the parcels as adjusted or merged.
- After all corrections are completed per City staff requirements, the final legal description must be submitted to the City with all pages signed and wet stamped by a Licensed Civil Engineer or Land Surveyor.

1.7 Exhibit Map (For recording with the Certificate of Compliance for Lot Line Adjustment or Lot Merger - see attached sample map):

- Drawn on 8 ½” x 11” paper if possible, use black ink or black copy on bond.
- Lettering height must be a minimum 1/8 inch (.125 inch) high UPPER CASE ARIAL FONT.
- Use pen thickness and types as follows:

<input type="checkbox"/> Overall project boundary:	1.20 mm	
<input type="checkbox"/> Parcel line to remain:	0.50 mm	
<input type="checkbox"/> New parcel line:	0.50 mm	
<input type="checkbox"/> Public road easement line:	0.50 mm	
<input type="checkbox"/> Parcel line being removed:	0.30 mm	
<input type="checkbox"/> Easement line:	0.30 mm	
<input type="checkbox"/> Road centerline:	0.30 mm	
<input type="checkbox"/> Off-site property line	0.30 mm	
- Exhibit Map must be drawn to an engineer’s scale, no reductions.
- Show overall boundary, new parcel lines, and parcel lines to remain, with bearings and distances.
- Identify interior parcel lines in the following manner: “PARCEL LINE BEING REMOVED”, “PARCEL LINE BEING RELOCATED”, “PARCEL LINE TO REMAIN”, and “NEW PARCEL LINE” as applicable.



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- Show location and use of all structures, property/easement lines, and utilities, and distances between.
- Show all easements and identify book and page of recording.
- Show distance from road centerline to public road easement line and identify road centerline with "ϕ" symbol.
- Show street names and distance to the nearest intersection.
- Show title block, name of surveying firm, north arrow (north should be at the top of the sheet), and scale (do not show APN's).
- Identify all adjacent recorded maps, certificates of compliances, records of survey, etc. with lot numbers and recording data (**use screened arial font**).
- After all corrections are completed per City staff requirements, the final exhibit map must be submitted to the City with all pages signed and wet stamped by a Licensed Civil Engineer or Land Surveyor.

1.8 Closure Calculations:

- Submit closure calculations for each parcel being created.
- After all corrections are completed per City staff requirements, the final closure calculations must be submitted to the City with all pages signed and wet stamped by a Licensed Civil Engineer or Land Surveyor.

Section 2 - Submittal and Review Process

This section outlines the requirements for the lot merger and lot line adjustment. The process consisting of two phases, the **Preliminary Review** phase and the **Certificate of Compliance** phase.

2.1 Project Submittal: The owner or surveyor submits the completed application along with all items listed in Section 1. The submittal will not be deemed complete unless all items are submitted and conform to the requirements outlined in Section 1. Submittals in person require City staff inspection for completeness at public counter. Incomplete submittal packages will not be accepted.

Note: Prior to submittal, please verify that **ALL FIELDS** of the application are completed.

2.2 Preliminary Review: The project will be routed to appropriate City Departments for review of the following:



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- The lot merger/lot line adjustment will be reviewed for consistency with the General Plan, applicable Specific Plans and appropriate sections of Title 10 and Chapter 28 of the Municipal Code. If the project is found to be inconsistent, it cannot be further processed until the appropriate applications that bring the project into consistency are filed with the Planning Department and approved by the appropriate Hearing Bodies.
- Compliance with Building Code requirements.
- Compliance with State Law and Local Ordinances.
- Placement of any conditions of approval pertaining to the project.

Preliminary review by City staff will be completed within 5 working days (10 working days for complicated projects, City staff to determine). The owner and surveyor will be notified via e-mail the results of the preliminary review. If the project is deemed consistent as stated in Sections 2-2 (a), (b) and (c), the conditions of approval, a redlined checkprint of the legal description with exhibit map and a list of any additional requirements will be included.

2.3 Certificate of Compliance for Lot Line Adjustment or Lot Merger: After completing the required revisions to the legal description and exhibit map, the surveyor shall resubmit the revised documents along with the City redline checkprint and any other required documents. The review cycle shall repeat until all corrections have been completed.

2.4 Final Submittal: If not already submitted to the City, the final submittal shall include, but not be limited to the following:

- Legal description and exhibit map wet stamped and signed by a licensed land surveyor or qualified civil engineer. All redlined comments must have been addressed.
- Condition approval form (available on website), e-mail or letter from the responsible City Department(s) approving each condition.
- 1915 assessment bond segregation requirements shown in section 3.1, if applicable.
- Proof that tax delinquencies and liens have been cleared up as required in Section 1.3, if applicable.
- Any other required documents.

2.5 Final Approval: After all required documents have been submitted, the Certificate of Compliance for Lot Line Adjustment or Lot Merger will be recorded at the County Recorder's Office by City staff or the owner's title company.



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Section 3 – Additional Requirements (if applicable):

- 3.1** 1915 assessment bonds affecting any parcels must be paid off in full or segregated. City staff will notify the owner if bonds exist. Segregation submittal requirements shall include the following:
- Completed Segregation Request Form (available on website).
 - Three blackline copies of amended assessment diagram drawn on 18” x 26” sheet to an acceptable engineering scale (sample on website).
 - Fee in the amount of \$1,500.00

The 1915 assessment bond segregation process will require review time by City staff. The package should be submitted for review in a timely manner to avoid delays in recording of the Certificate of Compliance.

- 3.2** During the **Preliminary Review** process, City Departments may place Conditions of Approval pertaining to the project. Prior to recording of the Certificate of Compliance, the owner must satisfy all conditions and submit a signed condition approval form, e-mail or letter from the respective City department(s).
- 3.3** Title reports showing delinquent taxes or liens against public agencies must be cleared up and proof of compliance, acceptable to the City must be submitted.

Section 4 - Additional Information:

- 4.1** The entire process from the submittal of a complete package to the recording of the Certificate of Compliance will take approximately 3 to 5 weeks, provided that the response time by the owner or surveyor for each required re-submittal is prompt.
- 4.2** In order to merge two or more parcel in to one parcel, all parcels must be held in common ownership.
- 4.3** Lot Line Adjustments of parcels held under separate ownership will require recording of grant deed (which transfers ownership of the affected portions of parcels) concurrently with the Certificate of Compliance for Lot Line Adjustment or the Certificate of Compliance for Lot Merger. Contact a title company for preparation of necessary grant deed. The owner’s Title Company must record a Certificate of Compliance for Lot Line Adjustment or a Certificate of Compliance for Lot Merger simultaneously with the necessary grant deed(s) when a grant deed is required to transfer ownership.



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- 4.4** If the applicant fails to process the application to completion within one year from the date the application was first submitted, due to the applicant's failure to respond to requests for additional information, to pay processing fees, or for any other reason, and upon written notice of the city manager's designee, the application shall be deemed withdrawn. Thereafter, a new application, including the filing fee, will be needed to process the lot line adjustment or lot merger.
- 4.5** Please refer to Exhibit E, below, to review the provisions of Seal Beach Municipal Code, Title 10: Subdivisions, Chapter 10.35: Lot Line Adjustments, Mergers, Certificates of Compliance and Reversions to Acreage.
- 4.6** The City Engineer is authorized to approve Lot Line Adjustments and Lot Mergers pursuant to Seal Beach Municipal Code, Title 10: Subdivisions, Chapter 10.05: Applicability and Administration of Subdivision Regulations.
- 4.7** Appeals of the action of the City Engineer regarding Lot Line Adjustments may be appealed to the Planning Commission. Appeals of the action of the City Engineer regarding Lot Mergers may be appealed to the City Council.

To appeal, a written statement and filing fee must be filed with the City Clerk within 10 days after the decision is made. A public hearing will then be set before the hearing body to consider the appeal.

- 4.8** If no appeal to a decision is filed within the 10-day appeal period, the decision of the City Engineer will be considered final.

Attached Sheets

- Application: Lot Line Adjustment/Lot Line Merger - (3 pages)
- Exhibit A: Sample Exhibit Map - (1 page)
- Exhibit B: Conditions Approval Form - (1 page)
- Exhibit C: Assessment Bond Segregation Request Form, (1915) – (1 page)
- Exhibit D: City of Seal Beach Recording Form - Certificate of Compliance For Lot Line Adjustment or Parcel Merger – (5 pages)



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- Exhibit E: Seal Beach Municipal Code, Title 10: Subdivisions, Chapter 10.35: Lot Line Adjustments, Mergers, Certificates of Compliance and Reversions to Acreage

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APPLICATION
LOT LINE ADJUSTMENT / LOT MERGER

Note: Prior to submittal of this Application, please read the “*Information Sheet – Lot Line Adjustment / Lot Merger*” available from City Staff or on the City website.

TYPE OR PRINT LEGIBLY – SHOW ALL INFORMATION – use additional pages if necessary

Date of Submittal: _____

PROJECT		
ADDRESS	COC	
LOCATION (INCLUDE CROSS STREETS)		
TYPE OF PROJECT (Circle Project Type)	LOT LINE ADJUSTMENT	LOT MERGER
APN (ALL PARCELS)		

OWNER		
NAME OF LEGAL OWNER(S) (AS SHOWN IN TITLE REPORT)		
MAILING ADDRESS, CITY, STATE, ZIP		
NAME OF CONTACT PERSON		
PHONE	FAX	E-MAIL

SURVEYOR		
NAME OF CONSULTING FIRM		
MAILING ADDRESS, CITY, STATE, ZIP		
NAME OF CONTACT PERSON		
PHONE	FAX	E-MAIL



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PROJECT CONTACT			
WHO WILL BE THE CONTACT FOR THIS PROJECT? (Circle as appropriate)	OWNER	SURVEYOR	OTHER, IDENTIFY BELOW
NAME OF CONTACT PERSON			
MAILING ADDRESS, CITY, STATE, ZIP			
PHONE	FAX		E-MAIL

PROJECT QUESTIONNAIRE:

Please answer the following questions:

1. Reason for Lot Line Adjustment / Lot Merger: _____

2. Existing Use of Property: _____

3. Existing General Plan and Zoning Designation of Property: _____

SUBMITTAL CHECKLIST:

OWNER OR SURVEYOR MUST INITIAL SUBMITTED ITEMS BELOW:

OWNER/ SURVEYOR	CITY STAFF	SEE "LOT LINE ADJUSTMENT / MERGER APPLICATION INFORMATION SHEET" FOR DETAILED DESCRIPTION OF ITEMS 1-8 BELOW
		1) Completed Application Form
		2) Title Report (all parcels, 90 days old maximum)
		3) Consent Letter from Mortgage Company, if applicable
		4) Site Plan (5 copies, folded to 8½" x 11")
		5) New Legal Description (1 copy)
		6) Exhibit Map (1 copy)
		7) Closure Calculations (1 set)
		8) Review and Processing Fee
		(\$1,000.00 Deposit (minimum deposit plus time and materials))



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OWNER'S CERTIFICATION (Notary required for all signatures)

The undersigned hereby acknowledges being the record owner(s) of the property contained within this project and hereby consents to the processing and recording of the Certificate of Compliance; and further acknowledges that they understand the Lot Line Adjustment / Lot Merger Process and Requirements associated with this application.

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

PRINT OWNER'S NAME (as shown in Title Report):

SIGNATURE:

Use additional page if more space is required for Owner's Certification (Attach notary acknowledgement(s) for each signature)



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EXHIBIT A

SAMPLE EXHIBIT MAP



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EXHIBIT B

CONDITIONS APPROVAL FORM



**City of Seal Beach
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 Lot Line Adjustment/Parcel Merger**

**CONDITIONS APPROVAL FORM
 Approval of Other Agencies / Departments**

DATE: _____
 CONSULTANT/OWNER: _____
 PHONE: _____
 PROJECT NAME: _____
 CITY CONTACT: _____

THE INSTRUCTIONS LISTED BELOW MUST BE FOLLOWED IN ORDER FOR THIS FORM TO BE VALID.

1. This form must be filled out **completely by a consultant or owner.**
2. A copy of all pages of **approved resolutions, notices of decision, or Planning Department** approval (conditions of approval) must be attached to this form.
3. After signatures are obtained, return this form with the attached resolutions, notices of decision, or Planning Commission's approval and any other required documents to:

City Hall
 City Engineer
 211 Eighth Street
 Seal Beach, CA 90740

SATISFACTION OF CONDITIONS:

Condition # _____ Agency / Department: _____
 Approved By: _____
 Date: _____
 Comments: _____

Condition # _____ Agency / Department: _____
 Approved By: _____
 Date: _____
 Comments: _____

Condition # _____ Agency / Department: _____
 Approved By: _____
 Date: _____
 Comments: _____

Use Additional Sheets as Necessary



City of Seal Beach
Department of Public Works/Engineering
211 Eighth Street, Seal Beach, CA 90740
Information: (562) 431-2527 FAX: (562) 430-8763
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EXHIBIT C

ASSESSMENT BOND SEGREGATION REQUEST FORM (1915)



City of Seal Beach
Department of Public Works/Engineering
 211 Eighth Street, Seal Beach, CA 90740
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Lot Line Adjustment/Parcel Merger

ASSESSMENT BOND SEGREGATION REQUEST FORM
(1915)

City of Seal Beach	Project Location:	
211 Eighth Street		
Seal Beach, CA 90740		
	APN:	
	APN:	
	APN:	
	APN:	

We, the undersigned,

Respectfully request the SEGREGATION OF THE ASSESSMENT NO. _____ Recorded in Book _____ of _____, Pages _____.

Enclosed is the Amended Assessment Diagram, and a check in the amount of \$ _____ to cover the costs of reapportionment as provided by Ordinance.

It is understood that this segregation will not be confirmed by City Council until such time as payment is received by the City of Seal Beach for all of the current and any delinquent installments, or evidence is presented to the City of Seal Beach that said installments have been paid.

Owner(s):

Printed Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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EXHIBIT D

CITY OF SEAL BEACH RECORDING FORM CERTIFICATE OF COMPLIANCE FOR LOT LINE ADJUSTMENT OR PARCEL MERGER



City of Seal Beach
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RECORDED AT THE REQUEST OF:
 City of Seal Beach

WHEN RECORDED RETURN TO:
 City of Seal Beach
 City Clerk
 211 Eighth Street
 Seal Beach, California 90740

Exempt from fees per Government Code § 27383

Space above for Recorder's Use

CITY OF SEAL BEACH
Lot Line Adjustment No. _____

(I/We) hereby certify that:

- 1) (I am/we are) the record owner(s) of all parcels proposed for adjustment by this application;
- 2) (I/we) have knowledge of and consent to the filing of this application; and
- 3) the information submitted in connection with this application is true and correct.

APN: _____	APN: _____
Name: _____	Name: _____
Address: _____	Address: _____
Daytime Telephone _____	Daytime Telephone _____

Signature: _____	Signature: _____
------------------	------------------

Name: _____	Name: _____
-------------	-------------

APN: _____	APN: _____
Name: _____	Name: _____
Address: _____	Address: _____
Daytime Telephone _____	Daytime Telephone _____

Signature: _____	Signature: _____
------------------	------------------

Name: _____	Name: _____
-------------	-------------



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CITY OF SEAL BEACH
Lot Line Adjustment No. _____

Preparer:	_____
Contact Person:	_____
Address:	_____
Daytime Telephone Number	_____

This document consisting of ___ pages was prepared by me or under my direction.

 Surveyor's Name and License Number

My Registration Expires: _____

County:

Examined and Approved as to survey content only for
 _____, County Surveyor

 (Insert Name and License Number for County Surveyor)

County Surveyor

My License Expires: (Insert expiration date)

Dated this _____ day of _____, 20____

City Engineer:

This Lot Line Adjustment Application has been examined and approved by the City of Seal Beach.

 Michael Ho, City Engineer R.C.E. 70299 Date

My Registration Expires: (Insert expiration date)

Planning Department:

Examined and Approved as to Zoning Conformance by the City of Seal Beach Planning Department.

 By: (Print Name)

 Date



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CITY OF SEAL BEACH
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LEGAL DESCRIPTION
“Exhibit A”

Owners:	Existing Parcel APN Numbers:	Proposed Parcels Reference Number:

(Wet Stamp)

THIS DESCRIPTION HAS BEEN PREPARED BY ME OR UNDER MY DIRECTION.

 Surveyor's Name and License Number
 My Registration Expires: _____



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CITY OF SEAL BEACH
Lot Line Adjustment No. _____

MAP
“Exhibit B”

Owners:	Existing Parcel APN Numbers:	Proposed Parcels Reference Number:

(Wet Stamp)

THIS DESCRIPTION HAS BEEN PREPARED BY ME OR UNDER MY DIRECTION.

Surveyor's Name and License Number
My Registration Expires: _____



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CITY OF SEAL BEACH
Lot Line Adjustment No. _____

SITE PLAN
“Exhibit C”

Owners:	Existing Parcel APN Numbers:	Proposed Parcels Reference Number:

(Wet Stamp)

THIS DESCRIPTION HAS BEEN PREPARED BY ME OR UNDER MY DIRECTION.

Surveyor's Name and License Number

My Registration Expires: _____



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EXHIBIT E

**SEAL BEACH MUNICIPAL CODE, TITLE 10:
SUBDIVISIONS, CHAPTER 10.35: LOT LINE
ADJUSTMENTS, MERGERS, CERTIFICATES OF
COMPLIANCE AND REVERSIONS TO ACREAGE**