



**City of Temecula**  
41000 Main Street  
Temecula, California 92590  
PHONE: (951) 694-6444  
FAX: (951) 694-6477

## Lot Line Adjustment

### Introduction

This handout summarizes Temecula's Lot Line Adjustment application requirements. Lot Line Adjustment requirements are specified in section 16.36 of the Temecula Subdivision Ordinance.

### What is the purpose and intent of a lot line adjustment application?

The purpose of a Lot Line adjustment is to legally adjust the boundary lines between four (4) or fewer existing adjoining parcels and where a greater number of parcels than originally existed are not thereby created.

### When is a lot line adjustment application required?

A lot line adjustment application is required when the property owner(s) of a legal parcel(s) seeks to reconfigure the boundary line with an adjoining parcel(s).

### How do I apply for a Lot Line adjustment?

An application, available at the Public Works Department, with appropriate information is submitted with a fee to the Public Works Department. The Planning Department, Public Works Department, and other appropriate departments or agencies, will review the application. Lot line adjustments are reviewed at staff level and recorded by the Riverside County Clerk. You also have the option of requesting a cursory review of your application materials prior to calling for an application submittal meeting.

### What are the criteria for approval?

In order to approve a Lot Line adjustment, the City must find that:

- The proposed development is consistent with the General Plan, development standards contained in the Development Code, and applicable building codes.
- The adjustment does not create a greater number of parcels than originally existed.
- The adjustment does not cause existing uses or property to be out of compliance with any provisions of the Municipal Code.
- All lots involved are legal lots.

The Planning Director may attach conditions on approval of a Lot Line adjustment under the following circumstances:

- To conform with zoning and building codes.
- To require the prepayment of real property taxes prior to approval.
- To facilitate the relocation of existing utilities, infrastructure, or easements.

### Following application approval

Prior to recordation, the applicant shall provide the City with new grant deeds, which reflect the approved Lot Line adjustment. The City will facilitate the recordation of the grant deeds and lot line adjustment.

### Where can I review the City Subdivision Ordinance and Development Code?

These documents are available for review at the Public Works Department and on the web at [www.temeculaca.gov](http://www.temeculaca.gov)



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Date Stamp

## Lot Line Adjustment

**PROJECT INFORMATION**  
**(INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)**

Project Title: \_\_\_\_\_

Reason for Lot Line Adjustment (Be specific as possible): \_\_\_\_\_

APN (Parcel A): \_\_\_\_\_ Final Map and lot: \_\_\_\_\_

Property Address: \_\_\_\_\_

APN (Parcel B): \_\_\_\_\_ Final Map and lot: \_\_\_\_\_

Property Address: \_\_\_\_\_

APN (Parcel C): \_\_\_\_\_ Final Map and lot: \_\_\_\_\_

Property Address: \_\_\_\_\_

APN (Parcel D): \_\_\_\_\_ Final Map and lot: \_\_\_\_\_

Property Address: \_\_\_\_\_

**APPLICANT/OWNER INFORMATION**

APPLICANT \_\_\_\_\_ CONTACT \_\_\_\_\_

PHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_  
LAST, FIRST, MI.

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

EMAIL ADDRESS: \_\_\_\_\_

I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

PROPERTY OWNER (Parcel A): \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PROPERTY OWNER (*Parcel B*): \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PROPERTY OWNER (*Parcel C*): \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PROPERTY OWNER (*Parcel D*): \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

**Owner Certification**

I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner Signature (*Parcel A*) \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature (*Parcel B*) \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature (*Parcel C*) \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature (*Parcel D*) \_\_\_\_\_ Date: \_\_\_\_\_

**Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.**

# Lot Line Adjustment Application Submittal Requirements

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<b>Initial Submittal Requirements</b>	<b>Copies</b>
Completed and Signed Application and Filing Fee (Described in Section A)	1
Grant Deed (Described in Section B)	2
Preliminary Title Report (Described in Section C)	2
Notice of Lot Line Adjustment (Described in Section D)	2
Site Exhibit (Labeled as Exhibit "B")(Described in Section E)	3

<b>Prior to Recordation Submittal Requirements</b>	<b>Copies</b>
Editable projected digital version of the parcel geometry in a projected AutoCAD DWG format (Pursuant to Riverside County Standards)	1

## SECTION A. APPLICATION

- ❑ Wet signed lot line adjustment application and filing fee.
- ❑ Owner's authorization must also have a wet signature.
  - ❑ Corporation/HOA: President, Vice President, or Secretary of Corporation.
  - ❑ Partnership: All partners must sign application or provide proof of Power of Attorney.
  - ❑ Individual: As shown on Grant Deeds or Preliminary Title Report
  - ❑ Trustee: As shown on Grant Deed, Preliminary Title Report or waived by written request of trustee.

## SECTION B. GRANT DEED

- ❑ One copy of the current Grant Deed showing the legal description for each affected parcel.
  - ❑ The Notice of Lot Line Adjustment form shall be fully completed.
  - ❑ Include revised legal descriptions reflecting the new lot line configurations for each affected parcel.
  - ❑ Provide required notarized signatures.
  - ❑ Use additional sheets for actual legal descriptions of the adjusted parcels.
  - ❑ Label the legal descriptions as "Exhibit A".
- Note: Revised Grant Deed (perfecting deed) will be required prior to recordation.

## SECTION C. PRELIMINARY TITLE REPORT

- ❑ One copy of the Preliminary Title Report listing owner/trustee for each affected parcel, easement(s) and right-of-way dedications. Date of Preliminary Title Report should be within **thirty days** of the submitted application.

## SECTION D. NOTICE OF LOT LINE ADJUSTMENT

1. **Notice of lot line adjustment**
  - ❑ Notice of Line Adjustment shall be fully completed.
  - ❑ Provide notarized signatures of all property owners.
2. **Legal description-Exhibit A**
  - ❑ Include revised legal description.
  - ❑ Provide closure calculations showing existing and proposed acreage of each lot affected by the Lot Line Adjustment.
  - ❑ Provide a historical reference sheet of all previously recorded lot line adjustments, parcel mergers, final maps, easements affecting each adjusted parcel.
3. **Plat Map-Exhibit B**
  - ❑ Show all existing parcels and delineate the proposed lot line adjustment.
  - ❑ Label as Exhibit B.
  - ❑ Show point of beginning and true point of beginning.
  - ❑ The existing lot line that is to be adjusted shall be shown as a dashed line and the new line as a heavy solid line.
  - ❑ Lot lines shall indicate bearings and distances.
  - ❑ Provide licensed land surveyor or Registered Civil Engineer's signature and seal.

## SECTION E. SITE EXHIBIT

- Show all existing parcels involved and delineate the proposed lot line adjustment.
- Label site exhibit as exhibit "C".
- Provide the applicant's and engineer's name and address.
- Provide assessor's parcel numbers, final map, and lot numbers for all parcels involved and adjacent surrounding properties.
- Show existing lot configuration for all lots involved.
- The existing lot line that is to be adjusted shall be shown as a dashed line and the new line as a heavy solid line. These lines shall also be labeled as existing and proposed, or no change proposed.
- All lot lines shall indicate bearings and distances. A curve/course data table shall be provided as necessary.
- All existing improvements including: parking, landscaping, structures, easements and septic systems shall be shown, delineated, labeled and dimensions
- Setbacks (existing and proposed) and dimensions of proposed lot lines.
- Street right-of ways dimensions with instrument number and date of recordation.
- North arrow and scale of drawing.
- Show existing and proposed acreage of each lot affected by the lot line adjustment.
- Provide licensed land surveyor or Registered Civil Engineer's signature and seal.

**NOTE: THE NOTICE OF LOT LINE ADJUSTMENT FORM WITH THE REVISED LEGAL DESCRIPTIONS AND THE SITE EXHIBIT MUST BE PREPARED, STAMPED AND WET-SIGNED BY A LICENSED LAND SURVEYOR OR A REGISTERED CIVIL ENGINEER (LICENSED TO PRACTICE SURVEYING).**

<p>When Recorded, Return Original To:</p> <p>City of Temecula Attn: City Clerk's Office 41000 Main Street Temecula, CA 92590</p> <p>and Return Copy To:</p>	<p>THIS SPACE TO BE USED BY COUNTY RECORDER'S OFFICE ONLY</p>
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**Notice of Lot Line Adjustment**

Record Owners (printed or typed)	Assessors Parcel Numbers of Existing Parcels	Final Map and Lot Numbers

Legal Description and Map of Adjusted Parcel(s)

See Exhibit "A" and "B", attached hereto

<p>Signature(s) of Record Owner(s)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">DEPARTMENT USE ONLY</p> <hr/> <p>This Notice of Lot Line Adjustment No. _____ is hereby approved.</p> <p>Date : _____</p> <p style="text-align: center;">CITY OF TEMECULA</p> <p>By: _____            Luke Watson, Director of Community Development</p> <p>Attest: _____            Randi Johl, City Clerk</p>
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Attach Appropriate Notary Acknowledgement Form(s) for all signatures

**EXHIBIT A - LEGAL DESCRIPTION OF ADJUSTED PARCELS**  
LOT LINE ADJUSTMENT NO. \_\_\_\_\_



**EXHIBIT B – PLAT MAP**  
LOT LINE ADJUSTMENT NO. \_\_\_\_\_



**EXHIBIT C- SITE PLAN**  
LOT LINE ADJUSTMENT NO. \_\_\_\_\_

Record Owner  
Address

Map Prepared By  
Address

Scale

Assessor's Parcel Numbers  
of all unmerged parcels

STATE OF CALIFORNIA }ss.

COUNTY OF \_\_\_\_\_ }

On \_\_\_\_\_, before me, \_\_\_\_\_, a notary public, personally appeared \_\_\_\_\_ who 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.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(This area for official notarial seal)