



City of Jurupa Valley
8930 Limonite Ave,
Jurupa Valley, CA 92509
PHONE: (951) 332-6464
FAX: (951) 332-6995

Lot Line Adjustment

Introduction

This handout summarizes Jurupa Valley's Lot Line Adjustment application requirements. Lot Line Adjustment requirements are specified in section 7.75 of the Jurupa Valley 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 Community Development Department, with appropriate information is submitted with a fee to the Community Development Department. The Planning Division, Public Works Department, and other appropriate departments or agencies, will review the application. Lot line adjustments are acted upon by the Community Development Director and recorded by the Riverside County Clerk.

What are the criteria for approval?

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

- No new parcels are created, and no existing parcels are deleted.

- No parcel is reduced below the minimum lot area required by the zoning designation set forth in Title 9 and the comprehensive general plan of Jurupa Valley.
- The proposed adjustment is exempt from the Subdivision Map Act (Gov. Code Section 66410 et seq.), and no tentative map, final map or parcel map, shall be required as a condition to the approval of a lot line adjustment.
- Public rights-of-way are not altered in any way unless approved by the Public Works Director.

The Community Development 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?

The City subdivision ordinance can be found under Title 7.75. The municipal code can be found below at:

https://library.municode.com/ca/jurupa_valley/codes/municipal_code



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Received 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: _____

Applicant same as owner

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 Jurupa Valley, 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

Initial Submittal Requirements

Completed and Signed Application and Filing Fee (Described in Section A)

Grant Deed (Described in Section B)

Preliminary Title Report (Described in Section C)

Notice of Lot Line Adjustment (Described in Section D)

Site Exhibit (Labeled as Exhibit "B")(Described in Section E)

Prior to Recordation Submittal Requirements

Editable projected digital version of the parcel geometry in a projected AutoCAD DWG format (Pursuant to Riverside County Standards)

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 and must be submitted with active hyperlinks.

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).

When Recorded,
Return Original To:

City of Jurupa Valley
Attn: City Clerk's Office
8930 Limonite Ave,
Jurupa Valley, CA 92509

THIS SPACE TO BE USED BY COUNTY RECORDER'S OFFICE ONLY

Notice of Lot Line Adjustment

| Record Owners (printed or typed) | Assessor's 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>CITY OF JURUPA VALLEY</p> <p>By: _____ Joe Perez, Director of Community Development</p> <p>Attest: _____ Vicky Wasko, City Clerk</p> |
|--|--|

Attach Appropriate Notary Acknowledgement Form(s) for all signatures

EXHIBIT A - LEGAL DESCRIPTION OF ADJUSTED PARCELS
LOT LINE ADJUSTMENT NO. _____

Record Owner
Address

Map Prepared By
Address

Scale

Assessor's Parcel Numbers
of all unmerged parcels

EXHIBIT B – PLAT MAP
LOT LINE ADJUSTMENT NO. _____

Record Owner
Address

Map Prepared By
Address

Scale

Assessor's Parcel Numbers
of all unmerged parcels

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)