



City of  
**Chino Hills**

**LOT LINE ADJUSTMENT APPLICATION**

This application is required when the adjustment of a lot line between two (2) or more adjacent parcels, where the land is taken from one (1) parcel is added to an adjacent parcel, and where no additional parcels are thereby created.

Application Date: _____	Received By: _____					
Application Fee: <b>\$1,820.00</b> _____	LLA Number: _____ (will be assigned by City)					
<b>Applicant's Name:</b> _____						
Contact Name: _____	Phone & Fax: _____					
Street Address: _____						
City: _____	State: _____ Zip: _____					
<b>Engineer:</b> _____						
Contact Name: _____	License Number: _____					
Street Address: _____						
City: _____	State: _____ Zip: _____					
Project Address: _____						
Nearest Cross Streets: _____						
APN:	Tract:	Lot No:	General Plan Land Use Designation*:	Zoning Designation*:	Original Lot Size:	Proposed Lot Size:
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Describe the reason for the Lot Line Adjustment:						
_____						
_____						
_____						

\*For information about General Land Use designation and Zoning designation, please contact the Planning Department at (909) 364-2750.

**City of Chino Hills**

**Lot Line Adjustment Application Certificate**

(All Owner's of Record Must Sign This Certificate)

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made, states that he/she or the organization is aware that this application is being filed with the City of Chino Hills and certifies under penalty of perjury that the information contained in this application is true and correct.

I (We) further agree that if any such information proves to be false or incorrect, the City of Chino Hills, special party or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on the basis of this application. I (We) understand that under such circumstances any such certificate shall be null and void and shall be returned to the City for cancellation.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signature block and attach a certified copy of the Power of Attorney document.

Representative:

<u>Name</u> (Print)	<u>Signature</u>	<u>Registration No.</u> (If R.C.E. or Licensed Land Surveyor)
_____	_____	_____

Owner(s):

<u>Assessor Parcel Number</u>	<u>Name</u> (Print)	<u>Signature</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*If a corporation, partnership or other group owns property, signer should indicate corporation position or title and submit substantial documentation.

Continued...

**Submittal Requirements**

- Plan Check Review Fee - \$1,820.00
- One (1) Copy – Completed Application.
- One (1) Copy – Site Plan.
- One (1) Copy – Proof of Ownership - Grant Deed and tax bill or Preliminary Title Report for each parcel (current, within the past 60 days).

The following items are required after approval from the Planning Department:

- ❑ One (1) Original Copy – Exhibits “A” – Legal Description\*
- ❑ One (1) Original Copy – Exhibit “B” – Property Plat Map\*
- ❑ One (1) Set – Copies of all reference maps, deeds or easements relative to the subject parcel.

\* Exhibits shall be prepared by a Professional Engineer or Licensed Land Surveyor, and contain original stamps and signatures.

**Required Findings for Approval:**

To qualify for a Lot Line Adjustment one or more of the following conditions must be met:

1. The proposed lot line adjustment is consistent with the City of Chino Hills adopted General Plan, Development Code, any applicable Community and Specific Plans; and must meet minimum lot size and density standards.
2. The proposed lot line adjustment will not adversely affect public health and safety.
3. All lots must be contiguous or adjacent.
4. All lots must be identically the same in title.
5. All lots must be in the same tax rate and have taxes paid and current.

**Plan Check Review Process:**

1. Applicant submits Certificate of Compliance application, along with supporting documents, to the Engineering Department for processing.
2. The Engineering Department routes the submitted documents to the Planning Department for review.
3. Once the application has been approved by the Planning Department, the Engineering Department will request the applicant to submit Exhibits “A” and “B”.
4. Exhibits “A” and “B” are then reviewed by the City Engineer.
5. Upon approval of the exhibits by the City Engineer, the Applicant is responsible to have the document recorded at the San Bernardino County Recorder’s office.
6. After recordation, the applicant shall provide the Engineering Department with a copy of the recorded document.