



**CITY OF WILDOMAR**  
**Development Engineering**  
23873 Clinton Keith Road, Suite #201  
Wildomar, CA 92595  
Tel. (951) 677-7751 Fax. (951) 698-1463

For office use only.  
**Project Tracking  
Number**

## LOT LINE ADJUSTMENT

### PROJECT INFORMATION

PROJECT ADDRESS/LOCATION:	
Parcel A	Assessors Parcel Number
Parcel B	Assessors Parcel Number
Parcel C	Assessors Parcel Number
Parcel D	Assessors Parcel Number
Requested Adjustment & Reason For Request:	
General Plan Land Use Designation:	Zoning:

### APPLICANT CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email
I hereby authorize this application and certify that all filing requirements have been satisfied for my application. I also acknowledge that any missing items may delay the processing of my application.		
Signature of Applicant		Date

### LAND SURVEYOR/CIVIL ENGINEER CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email

All communications concerning this request should be directed to the: ☐ Applicant  
☐ Land Surveyor/Civil Engineer

**PARCEL A PROPERTY OWNER CONTACT INFORMATION AND PERMISSION**

Address and Assessors Parcel Number		
Name		
Mailing Address		
Telephone	Fax	Email
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 Wildomar, if any, may result in restrictions, limitations and construction obligations being imposed on this real property. (Authorized agents must submit a letter from the owner(s) indicating the authority to sign on the owner's behalf.)		
Printed Name of Property Owner(s)		Printed Name of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)

**PARCEL B PROPERTY OWNER CONTACT INFORMATION AND PERMISSION**

Address and Assessors Parcel Number		
Name		
Mailing Address		
Telephone	Fax	Email
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 Wildomar, if any, may result in restrictions, limitations and construction obligations being imposed on this real property. (Authorized agents must submit a letter from the owner(s) indicating the authority to sign on the owner's behalf.)		
Printed Name of Property Owner(s)		Printed Name of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)

**PARCEL C PROPERTY OWNER CONTACT INFORMATION AND PERMISSION**

Address and Assessors Parcel Number

Name

Mailing Address

Telephone

Fax

Email

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 Wildomar, if any, may result in restrictions, limitations and construction obligations being imposed on this real property. (Authorized agents must submit a letter from the owner(s) indicating the authority to sign on the owner's behalf.)

Printed Name of Property Owner(s)

Printed Name of Property Owner(s)

Signature of Property Owner(s)

Signature of Property Owner(s)

Signature of Property Owner(s)

Signature of Property Owner(s)

**PARCEL D PROPERTY OWNER CONTACT INFORMATION AND PERMISSION**

Address and Assessors Parcel Number

Name

Mailing Address

Telephone

Fax

Email

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 Wildomar, if any, may result in restrictions, limitations and construction obligations being imposed on this real property. (Authorized agents must submit a letter from the owner(s) indicating the authority to sign on the owner's behalf.)

Printed Name of Property Owner(s)

Printed Name of Property Owner(s)

Signature of Property Owner(s)

Signature of Property Owner(s)

Signature of Property Owner(s)

Signature of Property Owner(s)

☐ Please check here if additional Property Owner Certifications are attached to this application.



**Project  
Tracking  
Number**

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## **ACKNOWLEDGEMENT OF INDEMNIFICATION RESPONSIBILITY BY THE APPLICANT**

**(Project representative signatures will not be accepted.)**

The applicant shall indemnify, protect, defend, and hold harmless, the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, from any and all claims, demands, law suits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolutions procedures (including, but not limited to arbitrations, mediations, and other such procedures), (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or approval issued by, the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City), for or concerning the project, whether such Actions are brought under the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Code of Civil Procedure Section 1085 or 1094.5, or any other state, federal, or local statute, law, ordinance, rule, regulation, or any decision of a court of competent jurisdiction. City shall promptly notify the applicant of any Action brought and request that applicant defend the City. It is expressly agreed that applicant may select legal counsel providing the applicant's defense and the City shall have the right to approve separate legal counsel providing the City's defense. The applicant shall reimburse City for any attorneys' fees, costs and expenses directly and necessarily incurred by the City in the course of the defense. Applicant agrees that City will forward monthly invoices to Applicant for attorneys' fees, costs and expenses it has incurred related to its defense of any Action and applicant agrees to timely payment within thirty (30) days of receipt of the invoice. Within fourteen (14) days of an Action being filed, applicant agrees to post adequate security or a cash deposit with City in an amount to cover the City's estimated attorneys' fees, costs and expenses incurred by City in the course of the defense in order to ensure timely payment of the City's invoices. The amount of the security or cash deposit shall be determined by the City. City shall cooperate with applicant in the defense of any Action.

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

Billing Address:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP CODE

E-mail Contact Information: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

*THIS AREA FOR RECORDER'S USE ONLY*

City of Wildomar  
23873 Clinton Keith Road  
Suite 201  
Wildomar, CA 92595

Government Code §6103 & §27383

NOTICE OF LOT LINE ADJUSTMENT NO.	
RECORD OWNERS	EXISTING PARCELS (Assessor Parcel Numbers)
LEGAL DESCRIPTIONS OF EXISTING AND ADJUSTED PARCELS (See attached Legal Description - Exhibit "A")	
SIGNATURE(S) OF RECORDED OWNER(S) ( <i>Must be Notarized</i> )	
Print Name/Title:	Signature:
Print Name/Title:	Signature:
Print Name/Title:	Signature:
Print Name/Title:	Signature:
CITY OF WILDOMAR PLANNING DEPARTMENT APPROVAL	
Signature:	Printed Name: Date:
CITY OF WILDOMAR ENGINEERING DEPARTMENT APPROVAL	
Signature:	Printed Name: Date:
ACKNOWLEDGMENT	
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.	
STATE OF CALIFORNIA ) COUNTY OF _____ ) ss.  On _____, 202__, before me, _____ (here insert name and title of the officer), 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: _____ (Seal) Notary Public	

# **APPLICATION INSTRUCTIONS AND REQUIREMENTS**

## **FOR A LOT LINE ADJUSTMENT**

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### **THE LOT LINE ADJUSTMENT APPLICATION FILING PACKAGE MUST CONSIST OF THE FOLLOWING ITEMS:**

1. Completed and signed Application Form (See Section “A” below).
2. Initial fixed fee (see fee schedule).
3. A copy of each of the current owners’ recorded deed of each of the properties involved. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
4. For properties that do not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
5. A copy of (less than 60 days old) Preliminary Title Report for each of the subject properties. Note: Wet signature, notary required at final submittal. (with hyperlinks)
6. Completed copy (Note: signatures must be provided and notarized prior to final submittal and recordation) of the "NOTICE OF LOT LINE ADJUSTMENT" form (See Section “B” below).
7. Completed Exhibit “A” - Legal Description (See Section “C” below). Note: Wet signature, notary required at final submittal.
8. Completed Exhibit “B” – Map (SEE Section “D” below). Note: Wet signature, notary required at final submittal.
9. Completed Exhibit “C” – Site Plan (See Section “E” below). Note: Wet signature, notary required at final submittal.
10. The following items must be submitted in PDF format (all PDFs must be legible):
11. A copy of ALL record maps noted on the exhibits to be reviewed.
12. A copy of ALL documents noted on the exhibits to be reviewed.
13. A copy of ALL legal documents and easement documents noted on the exhibits to be reviewed and in the preliminary title report.
14. A copy of ALL noted reference documents referenced in deeds and documents.

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### **LIMITATIONS FOR LOT LINE ADJUSTMENTS:**

- The proposed adjustment is exempt from the Subdivision Map Act and no tentative map, final map or parcel map, is required as a condition to the approval of a lot line adjustment.
- Lot line adjustments are limited to four (4) or fewer existing adjoining legal parcels.
- No new parcels may be created, and no existing parcels may be deleted.
- None of the parcels involved may be reduced in size below the development standards currently applied by the Zoning Ordinance and the City General Plan.
- Public rights-of-way may not be altered in any way unless specifically approved by the Director of Engineering.
- Lot line adjustments do not affect any existing easements.

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## **SECTION A. INSTRUCTIONS FOR THE LOT LINE ADJUSTMENT APPLICATION FORM**

1. Please type or print legibly the applicant's name, e-mail address, mailing address, phone number, and fax number.
2. Determine which property will be designated as Property "A," Property "B," Property "C," and Property "D." If the application involves fewer than four (4) properties, draw a horizontal line through all references to Property "C" and/or Property "D," as applicable.
3. List the property owner's name, e-mail address, mailing address, phone number, and fax number for each property involved in the appropriate section.
4. List the assessor's parcel number(s) and street address (if applicable) for each property involved.
5. Provide a reason for the lot line adjustment being requested. If additional space is necessary, use additional sheet(s) of paper.
6. Provide the printed name and original (wet-signed) signature of the applicant.
7. Provide original (wet-signed) signatures from all property owners included as part of this application. Additional signatures may be attached as indicated above. Written permission from the property owner(s) may be submitted indicating that an authorized agent may sign on the owner's behalf. (Photocopies of signatures are UNACCEPTABLE.)

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## **SECTION B. INSTRUCTIONS FOR THE NOTICE OF LOT LINE ADJUSTMENT FORM**

1. The NOTICE OF LOT LINE ADJUSTMENT form must be completed, signed, and notarized. Because this form will be one of the documents to be recorded, this form must be typed (excluding signatures). No hand written or photo copied versions will be accepted.
2. Under the Record Owners column, the record owners of all properties involved must be typed in the Record Owners section of the form. Depending on the number of property owners and/or the number of Assessors Parcel Numbers (APN) involved, it may be necessary to use multiple copies of the NOTICE OF LOT LINE ADJUSTMENT forms to obtain all of the necessary record owners and/or notarized signatures.
3. Under the Existing Parcels column, the APN(s) for each property shall be provided in the following format: "XXX-XXX-XXX" (first 3 digits {assessor's book number}, a hyphen, the middle 3 digits {assessor's page & block number, another hyphen, and the last 3 digits {assessor's parcel number}). The 10<sup>th</sup> digit in the assessors parcel number should not be included on any of these forms since the 10th digit is used only by the County Assessor.
4. Under the Signature(s) of Recorded Owner section print the name of each recorded owner. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, the name of the entity and the person signing on behalf of said entity is to be printed (e.g. ABC Development, Inc., John Doe, President). That individual is to then sign on the signature line. All signatures of record owners must be notarized.
5. DO NOT place any text, comments, or marks within those portions of the form designated for City use.

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## **SECTION C. INSTRUCTIONS FOR THE LEGAL DESCRIPTION (EXHIBIT "A")**

The Legal Description Exhibit must be prepared and stamped by a licensed land surveyor or qualified registered civil engineer (registered prior to Jan. 1, 1982, with an R.C.E. number of 33965 or lower).

1. The existing legal description and the adjusted legal description for each adjusted property ("A," "B," "C," or "D," as applicable) shall be clearly identified and written, and shall include an acreage (or square footage) calculation for each property.
2. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower) who prepared the exhibit.



3. The date the exhibit was prepared.
  4. If necessary, this exhibit may contain multiple pages, but if so, each page shall contain a reference indicating the applicable page number and the total number of pages (e.g. Page 1 of 3).
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#### **SECTION D. INSTRUCTIONS FOR THE MAP EXHIBIT (EXHIBIT "B")**

The Exhibit "B" - Map must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with an R.C.E. number of 33965 or lower), and drawn to an acceptable engineers scale.

The Map must contain the following information:

1. The assessor's parcel numbers for all involved properties.
  2. A north arrow (top of map north).
  3. Scale (number of feet per inch).
  4. Reference the applicable Section, Township, and Range, or Rancho Name.
  5. Lot and record map information by separate instrument number or map.
  6. The existing lot configuration for all properties involved showing bearings and distances for all property lines, and any existing easements.
  7. The existing lot line(s) that is/are to be adjusted shall be shown as a dashed line and identified as "Old Lot Line," and the proposed lot line(s) shall be shown as a heavy solid line and identified as "Adjusted Lot Line."
  8. The proposed new lot line(s) shall include bearing(s) and distance(s).
  9. The proposed lot line adjustment must be designed in such a manner that the adjusted lot line(s) will not laterally intersect a graded manufactured slope, and will not allow drainage from the tributary area above a manufactured slope to sheet flow over the slope face. A note shall be placed on the Map indicating "The adjusted lot line will not laterally intersect a graded manufactured slope." and "No drainage from the tributary area above a manufactured slope will sheet flow over the slope face."
  10. An original stamp and wet-signed signature of the licensed land surveyor or qualified registered civil engineer's who prepared the Map.
  11. The date the Map was prepared.
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#### **SECTION E. INSTRUCTIONS FOR THE SITE PLAN EXHIBIT (EXHIBIT "C")**

Because only certain information can be on the official recorded Lot Line Adjustment Map (Exhibit "B"), a second map is required showing additional information necessary to verify compliance with the adopted City ordinances. This information may be submitted on the attached form labeled EXHIBIT "C" - SITE PLAN. The Site Plan exhibit must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with an R.C.E. number of 33965 or lower).

The following information must be included on the Site Plan:

1. The assessor's parcel numbers for all involved properties.
2. North arrow (top of map north)
3. Scale (number of feet per inch)
4. Reference the applicable Section, Township, and Range, or Rancho Name.
5. The overall dimensions of the property and location of adjoining lot lines showing bearings and distance.
6. The existing lot line(s) that is/are to be adjusted shall be shown as a dashed line and identified as "Old Lot Line," and the proposed lot line(s) shall be shown as a heavy solid line and identified as "Adjusted Lot Line." All lot lines shall include bearings and distances.

7. Location and names of adjoining streets. Accurately locate street centerline, and show any existing improvements such as curbs and curb cuts, gutters, and driveways.
8. Location of all existing buildings, structures, easements, and septic systems shall be shown with dimensions and setbacks from the existing and proposed property lines and other buildings and/or structures. Identify the function/use of all buildings and/or structures.
9. Location, dimensions, arrangement, and numbering of any parking spaces or existing and/or proposed parking and loading facilities.
10. Location and type of existing fencing, gates, walls.
11. Location of any existing or proposed manufactured slopes.
12. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer's who prepared the exhibit.
13. The date the exhibit was prepared.

**EXHIBIT "A" - LEGAL DESCRIPTION**  
**LOT LINE ADJUSTMENT NO.**

Scale: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_ and Range \_\_\_\_\_, or Rancho Name \_\_\_\_\_

Date Exhibit Prepared: \_\_\_\_\_

**EXHIBIT "B" - MAP**  
**LOT LINE ADJUSTMENT NO.**

Scale: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_ and Range \_\_\_\_\_, or Rancho Name \_\_\_\_\_

Date Exhibit Prepared: \_\_\_\_\_

**EXHIBIT "C" – SITE PLAN  
LOT LINE ADJUSTMENT NO.**

Scale: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

Section \_\_\_\_\_, Township \_\_\_\_\_ and Range \_\_\_\_\_, or Rancho Name \_\_\_\_\_

Date Exhibit Prepared: \_\_\_\_\_