



# Public Works and Engineering

## *Lot Line Adjustment Map Checklist*

City of Stanton | 7800 Katella Avenue, Stanton, CA 90680 | StantonCA.gov

### Submittal Requirements

- \_\_\_\_\_ Application and Applicable Fees
- \_\_\_\_\_ Copy of current Preliminary Title Report for each ownership and most recent Grant Deeds
- \_\_\_\_\_ Notarized Authorization letter from property or applicant being represented by a third party
- \_\_\_\_\_ Public Notification Package (500-foot radius map; two (2) sets of gummed address labels; one (1) plan paper copy of the labels; and a certification of accuracy by the preparer of the map and labels)
- \_\_\_\_\_ Justification or reason for proposed Lot Line Adjustment
- \_\_\_\_\_ Traverse Sheets
- \_\_\_\_\_ Three (3) copies of Lot Line Adjustment Plat Map (18" x 26" Preferred, no bigger than 18 x 26", may be as small as 8.5" x 11" provided that the scale is no less than 1" = 10'.)
- \_\_\_\_\_ Three (3) copies of a Site Plan (18" x 26" Preferred, no bigger than 24" x 36")

# Lot Line Adjustment Legal Description Check List

## **(EXHIBIT “A”), Legal Description**

A written legal description must be provided for each adjusted parcel.

Include the following statements to each parcel description:

Containing\_\_\_\_\_acres, more or less or square feet if less than one acre.

All as shown on Exhibit “B”, attached hereto and by this reference made a part hereof.

Sign and seal on last page of exhibit.

Page (or sheet)\_\_\_\_\_of\_\_\_\_\_ (If more than one page or sheet)

# Lot Line Adjustment Plat Map Check List

## (EXHIBIT “B”) – Plat Map

- \_\_\_\_\_ Name and address of owner/applicant, each parcel owner, and person preparing plans
- \_\_\_\_\_ Acreage or Square-footage (gross and net of each lot, before and after) (Acreage if greater than one acre, square feet if less)
- \_\_\_\_\_ North Arrow
- \_\_\_\_\_ Scale (text and graphic, no smaller than 1”=60)
- \_\_\_\_\_ Vicinity Map
- \_\_\_\_\_ Date of Preparation
- \_\_\_\_\_ Indicate Ownership of Each Parcel
- \_\_\_\_\_ Delineations and dimensions of all property lines by heavy solid lines,
- \_\_\_\_\_ Existing and proposed lot numbers or letters.
- \_\_\_\_\_ Existing and proposed parcel lines (all annotated with bearing and distance)
- \_\_\_\_\_ Label POC and/or TPOB
- \_\_\_\_\_ Check map against legal description.
- \_\_\_\_\_ Delineations and dimensions of all property lines to be eliminated by dashed lines with approximate property “Z-Hooks” to show land consolidation
- \_\_\_\_\_ Existing easements, both public and private. Label each easement.
- \_\_\_\_\_ Adjacent Parcel addresses, adjoining streets, walkways, and alleyways, and distances (from center line) to the nearest cross street
- \_\_\_\_\_ Licensed Surveyor and/or Registered Civil Engineer’s wet signature, seal and expiration date
- \_\_\_\_\_ A statement whether the plat map was prepared based on record data or based on a survey performed for plat preparation
- \_\_\_\_\_ Legend, as necessary

# Site Plan Check List

- \_\_\_\_\_ Net Area of Each Lot
- \_\_\_\_\_ Property Addresses
- \_\_\_\_\_ Location of all existing and proposed structures (above and underground) (include dimensions of structures, distances between structures, and between each structure and nearest existing or proposed property line)
- \_\_\_\_\_ Dimensions and distance of front, side, and rear building setbacks
- \_\_\_\_\_ Location of all existing block and retaining walls
- \_\_\_\_\_ Existing and proposed drive approaches and drive aisles
- \_\_\_\_\_ Proposed easements
- \_\_\_\_\_ Parking layout and parking stall count for each proposed parcel
- \_\_\_\_\_ Contour lines