

CITY OF EL CAJON
LOT LINE ADJUSTMENT - APPLICATION NO.

Property Owner(s)

Name _____

Name _____

Signature _____

Signature _____

Address _____

Address _____

Phone _____

Phone _____

(If more than two property owners, attach separate sheet.)

Person Preparing Plat

Name _____

Phone _____

Address _____

Professional License No. _____

Assessor's Parcel Numbers _____

Location or addresses of properties

Zone _____

Requirements

The following items are required to be included with the application:

- A. A copy of the deed for each property involved showing current ownership.
- B. Filing fee of \$1,000.
- C. A document handling fee of \$50.00, in the form of a separate check, made payable to "County Clerk".
- D. Disclosure Statement (see attached).
- E. Assessor's plat map with property identified.
- F. Eight (8) copies of a plat of the proposed lot line adjustment with the following information):
 - Name, address, phone number and signature of property owner(s).
 - Name, address, and telephone number of person preparing plat.
 - Assessor's parcel number(s).
 - North arrow and scale (minimum 1" = 100').
 - Vicinity map.
 - Existing and proposed property lines of each lot separately identified.
 - Distances and bearings of existing and proposed property lines.
 - Net area of each proposed lot in square feet.
 - Existing buildings and distances to proposed property lines.
 - Location, width and name of all existing streets.
 - Location, width and type of all easements.

CITY USE ONLY

Date received & fees paid _____

Date comments requested (5 working days) _____

Date City Engineer's decision (15 working days) _____

Planning Division staff _____

CITY OF EL CAJON
PROCEDURES FOR PROCESSING
A LOT LINE ADJUSTMENT (MUN. CODE 16.34)

1. X=Date of submission to the Planning Division of a lot line adjustment application and plat. The Planning Division will transmit copies of the lot line adjustment to appropriate City departments, public agencies and utilities within five (5) days in order to obtain their comments and recommendations for the City Engineer.
2. X=15 working days - City Engineer shall approve, conditionally approve or disapprove the proposed lot line adjustment and shall notify the applicant in writing of said decision.
3. Appeal to City Council - The applicant may appeal any decision of the City Engineer to the City Council. Any such appeal shall be filed in writing with the City Clerk within 15 days after the date of notification of the City Engineer's decision. The City Clerk shall schedule a public hearing to be held by the City Council within 30 days after the date of filing the appeal.
4. Preparation of Grant Deed - If a lot line adjustment has been approved by the City Engineer, new Grant Deeds shall be recorded which reflect the new lot lines. Grant Deeds, Legal Descriptions and Plats shall be reviewed and approved by the City Engineer. The Grant Deeds shall be recorded within one year of the City Engineer's approval. If the Grant Deeds have not been recorded within one year, the approval of the lot line adjustment will become null and void.
5. Certification - Prior to the recording of each Grant Deed, a Grant Deed describing each new property shall be submitted to the City. Each Grant Deed shall include the following statement:

"The real property described herein conforms to approved Lot Line Adjustment _____, and said approval requires this deed to be recorded on or before _____, otherwise this deed is null and void. If signed by the City of El Cajon and recorded by _____, this signed statement shall be considered a Certificate of Compliance for the property described herein."

City Engineer

Director of Community Development

6. Recordation - The applicant shall record Grant Deeds with the County Recorder and submit copies of the recorded Grant Deeds to the City to complete the lot line adjustment. The City's certificate is required on the recorded Grant Deed.
7. Expiration - Failure to record the Grant Deeds for the approved lot line adjustment within one year of the approval date shall make the approval of the lot line adjustment null and void.

If you have any questions on the processing of this application, please contact the private development section of the Engineering Division at 441-1653.

DISCLOSURE STATEMENT

APPLICANT'S STATEMENT OF DISCLOSURE OF CERTAIN OWNERSHIP INTERESTS ON ALL APPLICATIONS WHICH WILL REQUIRE DISCRETIONARY ACTION ON THE PART OF THE CITY COUNCIL, PLANNING COMMISSION AND ALL OFFICIAL BODIES.

The following information must be disclosed:

- 1. List the names and addresses of all persons having a financial interest in the application.

List the names and addresses of all persons having any ownership interest in the property involved.

- 2. If any person identified pursuant to (1) above is a corporation or partnership, list the names and addresses of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

- 3. If any person identified pursuant to (1) above is a trust, list the name and address of any person serving as trustee or beneficiary or trustor of the trust.

- 4. Have you or your agents transacted more than \$250 worth of business with any member of City staff, Boards, Commissions, Committees and Council within the past twelve months or \$500 with the spouse of any such person? Yes___ No___
If yes, please indicate person(s), dates, and amounts of such transactions or gifts.

Person is defined as "Any individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, association, committee, and any other organization or group of persons acting in concert." Gov't Code §82047.

Signature of applicant/date

Print or type name of applicant

NOTE: Attach appropriate names on additional pages as necessary.