TO BE SUBMITTED TO THE CITY

1. Fee of $1,513, per lot line application.

1. One (1) copy of the application for Lot Line Adjustment for review with completed exhibits, including:
	1. Exhibit A (Text legal description) with Surveyor Stamp and Signature.
	2. Exhibit B (8.5”x11” Pictorial with graphic scale) with Surveyor Stamp and Signature.
	3. Site plan (showing existing structures and easements).
2. Applicant shall provide evidence that establishes the subject property as legal parcels (if not part of a recorded subdivision). The required Preliminary Title Report will usually fulfill this requirement but, extra research may be required in certain circumstances.
3. Letter addressed to the City of Rancho Mirage that includes the following information:
	1. Reasoning for the requested lot line adjustment.
	2. Existing zoning of the property.
	3. Required building site area per zoning.
	4. Proposed building site area on each parcel.

1. Reference and Additional Items
	1. One (1) copy of a recent Preliminary Title Report, for each lot involved.
	2. One (1) copy of all reference documents from Title Report
	3. One (1) copy of Traverse Closures, (closure error less than 0.005’)
	4. One (1) copy of Assessor Parcel Maps
	5. Completed Grant Deeds
		1. One (1) copy of “Transfer Portion” Grant Deed done before the LLA to move any pieces that are changing ownership.
		2. One (1) copy of “Perfecting” Grant Deeds done after the LLA to put the new legal descriptions into Recorded Grant Deeds.
		3. All Grant Deeds shall reference the Lot Line Adjustment with a statement such as”

“This Deed is executed pursuant to Municipal Code 16.16.110 of the City of Rancho Mirage under approved Lot Line Adjustment No.\_\_\_\_\_\_\_ recorded \_\_\_\_\_\_\_\_\_\_\_\_\_\_ as instrument \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”. (Blanks will be filled in prior to recordation, for “Perfecting” Deeds. “Transfer Portion” Deed leaves off recording information since it goes concurrently before Lot Line Adjustment.)

1. Application and Grant Deed signed and notarized by all involved parties. This may be submitted with the initial application for review, or signatures may be obtained after the City has reviewed the request. Final approval by City cannot be given until the application is fully signed and notarized.

Initial submittal may be done by email by sending one copy of each item above to: PWplancheck@ranchomirageca.gov.

Final copies with signatures and notarizations will be asked to be mailed or brought in when the documents are approved.

MAIL TAX STATEMENTS TO:

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

City of Rancho Mirage

Attn: Public Works Dept.

69-825 Highway 111

Rancho Mirage, CA 92270

 **LOT LINE ADJUSTMENT \_\_\_\_\_\_\_\_**

**CERTIFICATE OF COMPLIANCE**

**CITY ENGINEER APPROVAL**

WHEREAS, I am the City Engineer of the City of Rancho Mirage and I have had the attached Lot Line Adjustment for the described real property located in the City of Rancho Mirage reviewed for conformance with the conditions of Municipal Code 16.16.110 regarding Boundary Adjustments for the following described real property located in the City of Rancho Mirage, and I now therefore declare and certify that the real property described and shown on the attached Lot Line Adjustment No.\_\_\_\_\_ , hereby incorporated, consisting of \_\_\_\_sheets, has been approved by the City of Rancho Mirage.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Leland E. Cole, R.C.E. 47159 Date

 Rancho Mirage City Engineer

**ACTING CITY SURVEYOR APPROVAL**

WHEREAS, I am the Acting City Surveyor of the City of Rancho Mirage, I have examined said Lot Line Adjustment for accuracy, and I find that it complies with the applicable provisions of the State of California Subdivision Map Act and local ordinances enacted pursuant thereto. Said real property, as adjusted by said Lot Line Adjustment, shall be hereinafter designated as legal lot(s) and entitled to such rights and privileges as are thereby accorded them.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Leland E. Cole, P.L.S. 7678 Date

 Rancho Mirage Acting City Surveyor





(Surveyor’s stamp)

EXISTING LEGAL DESCRIPTION

Parcel 1 APN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parcel 2 APN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parcel 3 APN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parcel 4 APN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After adjustment the parcels will be as described on attached Exhibit A and as identified and illustrated on attached Exhibit B.

I/We hereby agree and certify that:

1. I/We are (select one): \_\_\_\_ the owner of record \_\_\_\_the lessee or \_\_\_\_the sublessee of all parcels proposed for adjustment by this application.
2. I/We have knowledge of and consent to the filing of this application.
3. The information submitted in connection with this application is true and correct.
4. This proposed adjustment (select one): \_\_\_\_\_ is \_\_\_\_\_\_is not contained entirely within one ownership or separately assessed parcel.
5. I/We shall obtain and furnish to the Acting City Surveyor for review prior to approval of this application a preliminary title report covering all real property to be affected by the proposed adjustment.
6. Select one:

\_\_\_ The proposed adjustment will not affect the recorded security of any existing financing.

\_\_\_ The proposed adjustment will affect the recorded security of any existing financing, and I/we realize and undertake the responsibility to obtain financing security modification as is necessary to conform with the adjusted boundaries.

1. If the parcels have existing structures, sufficient information shall be provided on the Site Plan, a non-recorded reference document, to show the City that the subject Lot Line Adjustment will not produce any conflicts with setbacks.
2. If the parcels are held by lease, I/we shall execute appropriate lease modification documents with Master Leaseholder or Owner. On this form, if the property is leased change “Owner” to “Lessee” or “Sublessee” on the signature line and supply notarized signatures for the Sublessor, Lessor and/or Owner to approve below that.
3. This Lot Line Adjustment may be executed in several counterparts, each of which shall be deemed to be an original and shall constitute one and the same instrument and shall become binding upon when at least a copy hereof has been signed by the parties hereto.

TRANSPARENCY NOTICE: Some or all of the content contained in this application and its attachments may be subject to disclosure pursuant to the California Public Records Act (Government Code section 6250, et seq.)

(SIGNATURES MUST BE NOTARIZED)

**Parcel 1 APN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parcel 2 APN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and Capacity Name and Capacity

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and Capacity Name and Capacity

**Parcel 3 APN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parcel 4 APN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and Capacity Name and Capacity

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and Capacity Name and Capacity

(City Use Only)

**APPROVED IF SIGNED: APPROVED AS TO FORM:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Leland E. Cole, R.C.E. 47159, P.L.S. 7678 Date Colin Kirkpatrick Date

Rancho Mirage City Engineer Rancho Mirage City Attorney

 **LOT LINE ADJUSTMENT**

**EXHIBIT A**

Lot Line Adjustment Legal Description

|  |  |  |
| --- | --- | --- |
| **OWNERS** | **EXISTING APN** | **PROPOSED PARCEL REFERENCE NO.** |
| Name(s):Mailing Address: |  | PARCEL 1 |
| Name(s):Mailing Address: |  | PARCEL 2 |
| Name(s):Mailing Address: |  | PARCEL 3 |
| Name(s):Mailing Address: |  | PARCEL 4 |

Insert Legal Text Exhibit:

 **LOT LINE ADJUSTMENT**

**EXHIBIT B**

Lot Line Adjustment Legal Description

|  |  |  |
| --- | --- | --- |
| **OWNERS** | **EXISTING APN** | **PROPOSED PARCEL REFERENCE NO.** |
| Name(s):Mailing Address: |  | PARCEL 1 |
| Name(s):Mailing Address: |  | PARCEL 2 |
| Name(s):Mailing Address: |  | PARCEL 3 |
| Name(s):Mailing Address: |  | PARCEL 4 |

Insert Pictorial Map:

 **LOT LINE ADJUSTMENT**

**SITE PLAN**

CITY REFERENCE PLAN, NOT FOR RECORDATION

Show existing and/or proposed buildings, setbacks, easements, etc. as necessary.

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:

MAIL TAX STATEMENTS TO:

**GRANT DEED**

**A.P.N. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and a portion of A.P.N. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(owner)

Hereby GRANT(S) TO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THE FOLLOWING DESCRIBED REAL PROPERTY, IN THE CITY OF RANCHO MIRAGE, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA:

SEE ATTACHED EXHIBIT(S)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FOR REFERENCE

This Deed is executed pursuant to Municipal Code 16.16.110 of the City of Rancho Mirage under approved Lot Line Adjustment No. \_\_\_\_\_\_\_\_\_\_ recorded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as instr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Signatures must be notarized, Notary Acknowledgment form to be attached**

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and Capacity Name and Capacity