



CITY OF MORENO VALLEY
Public Works Department
Land Development Division

**LOT LINE ADJUSTMENT
SUBMITTAL REQUIREMENTS**

****** INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED ******

PLEASE SUBMIT:

- 1) Transmittal letter from engineer/surveyor
- 2) Lot Line Adjustment application form
- 3) Two (2) copies of closure calculations
- 4) Four (4) copies of Title Report and Grant Deed
- 5) Four (4) copies of legal description **prior** to Lot Line Adjustment
- 6) Four (4) copies of legal description **after** Lot Line Adjustment (Exhibit "A")
- 7) Four (4) copies of Site Plan (Exhibit "B")
- 8) Lot Line Adjustment processing fee (see current fee schedule)

GENERAL NOTES:

- 1) All Lot Line Adjustments must be on 8 1/2" X 11" letter size paper.
- 2) A.P.N. **OR** Tract **OR** Parcel No. -- Some way to locate the property.
- 3) Purpose of Lot Line Adjustment
- 4) Owner's signature must be notarized.

LEGAL DESCRIPTION:

- 1) Shall have legal description **before** Lot Line Adjustment and legal description **after** Lot Line Adjustment.

SITE PLAN:

- 1) North arrow and engineer's scale with bar scale required.
- 2) A.P.N. for each lot affected required.
- 3) Acreage, each lot before and after Lot Line Adjustment, is required.
- 4) Surrounding parcel or tract numbers ghosted in.
- 5) All street centerlines must have bearings.
- 6) Curve data must be shown for horizontal curves.
- 7) Map legend is required.
- 8) Engineer's seal and wet signature is required.
- 9) Vicinity Map

Note: Mortgage holders and lien filers should be apprised of Lot Line Adjustments since changes made in lot dimensions may have an effect. Those documents may require revision, or applicant may need approval from those interested parties in order to record a lot line adjustment.