

CITY OF MOORPARK

COMMUNITY DEVELOPMENT DEPARTMENT | 323 Science Drive, Moorpark, California 93021
 Main City Phone Number (805) 517-6200 | Fax (805) 532-2540 | www.moorparkca.gov

APPLICATION REQUIREMENTS FOR LOT MERGER, LOT LINE ADJUSTMENT, & CERTIFICATE OF COMPLIANCE

Document	No. of Copies	Submitted
Universal Application (Project Information Questionnaire)	1 (wet signature)	
Assessor's Parcel Map (with property outlined)	1	
Assessor's Parcel Map (with subject property outlined)	1	
Title Report (dated within six months of application)	1	
Site Plan (folded if larger than 8 ½" x 11")	1	
Exhibit "A" – legal description of the proposed LM/LLA	1	
Exhibit "B" – 8 ½" x 11" plan showing LM/LLA boundaries and adjoining properties	1	
Reference documents (all deeds, recorded maps, boundary closure, calculations and all reference documents associated with preparation of LM/LLA)	1	
Notarized Owners Statement and Request	1	
Notarized Owner Certificate (attached)	1 (wet signature)	
Planning Permit Application Fees	1	

Planning Division staff will not accept incomplete application packages, mailed applications, or poor quality graphics. All materials must be prepared according to the instructions contained in this document.

APPLICANT'S CERTIFICATION

I, (print name) _____, applicant (or designated agent of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed according to the instructions provided by the Planning Division in the submittal requirements for this permit. I understand that planning staff may reject the submittal of my application (within 30 days of submitting) due to missing information as listed above. I also understand that additional fees (including fees for environmental review) and information may be required during processing of this application.

 Signature

 Date

LOT MERGER/ LOT LINE ADJUSTMENT GENERAL INFORMATION & FILING INSTRUCTIONS

The purpose of the Lot Merger (LM) is to create one new lot from two or more contiguous, previously existing legal lots, under the same ownership, by eliminating all common lot lines which separate the lots from each other.

A lot line adjustment (LLA) is a procedure between two or more adjacent lots in which a portion of the land taken from one lot is added to an adjacent lot, and neither a greater nor lesser number of lots is created than the number of lot(s) which originally existed.

CRITERIA FOR ACCEPTANCE OF A LOT MERGER

An application by an owner of real property for a lot merger may be approved by the Community Development Director subject to the following criteria:

1. A lot merger may not be approved if it will create a nonconforming use or structure.
2. A lot merger does not become valid until such time as the forms and exhibits are approved and signed by the Community Development Director and recorded in the Ventura County Recorder's Office. The lot merger/lot line adjustment does not become complete until deeds granting the merged/adjusted lots to the respective owners are also recorded with the Ventura County Recorder's Office.
3. It shall be a condition of granting any application for a lot merger that the owner dedicate or offer to dedicate streets, easements and other interests as may be necessary for public purposes and that the City retain all previously paid development fees if necessary, to accomplish the purposes of the Subdivision Map Act.
4. Legal nonconforming lots may be merged, provided that the resulting parcel complies with the minimum lot area, width, and frontage for the zone in which it is located, and all existing structures and parking spaces comply with the City General Plan and any applicable specific plan.
5. The Planning Commission shall be responsible for reviewing and approving a lot merger if any of the following criteria exist:
 - a. Any of the lots to be merged are deemed to be illegal nonconforming (any existing lot was not created in accordance with applicable laws and ordinances in effect at the time of the lot's creation).
 - b. An owner plans to vacate or abandon any previous dedication or offer to dedicate. The Planning Commission may not approve a lot merger unless the Commission makes a written finding that such dedication or offer of dedication is unnecessary for present or future public purposes.

CRITERIA FOR ACCEPTANCE OF A LOT LINE ADJUSTMENT

An application by an owner of real property for a lot line adjustment may be approved by the Community Development Director subject to the following criteria:

1. A lot line adjustment may not be approved if it will create a nonconforming use or structure.
2. A lot line adjustment does not become valid until such time as the forms and exhibits are approved and signed by the Community Development Director and recorded in the Ventura County Recorder's Office. The lot merger/lot line adjustment does not become complete until deeds granting the merged/adjusted lots to the respective owners are also recorded with the Ventura County Recorder's Office
3. The City's review shall be limited to a determination of whether or not the parcels resulting from the LLA will conform to the City's building and zoning ordinances, including whether the resulting parcels and any structures and parking spaces located thereon will comply with the area, width, frontage and yard requirements of the zone in which the parcels are located.

4. The City shall not impose conditions or exactions on approval of a lot line adjustment except to conform to the City's building and zoning ordinances or to facilitate the relocation of existing utilities, infrastructure or easements.
5. The LLA procedure may not be used if any of the following criteria exist:
 - a. Any of the lots to be part of a lot line adjustment are deemed to be illegal nonconforming (any existing lot was not created in accordance with applicable laws and ordinances in effect at the time of the lot's creation).
 - b. An owner plans to vacate or abandon any previous dedication or offer to dedicate.

LOT MERGER/LOT LINE ADJUSTMENT PROCEDURES

1. Prior to submitting the formal lot merger/lot line adjustment application, interested parties should first contact the City Surveyor and the Planning Services Division staff to determine whether the City will be able to process their proposed lot merger/lot line adjustment and to ensure that the proposal will comply with all applicable State, County and City laws, regulations and ordinances.
2. Applicant submits the required exhibits, completed forms and fees to the Planning Services Division.
3. The Planning Services Division assigns a file number to the lot merger/lot line adjustment application and will transmit the completed application forms (file) to the City Surveyor once Planning Staff determines that the application is complete.
4. Planning Division staff sends a copy of the application and exhibits to the Finance Department. If applicable, they will initiate the reassessment of parcels within the City's assessment districts. The lot merger/lot line adjustment may not be approved by the Community Development Director until Financial Services has notified Planning staff that the reassessment is complete.
5. The Planning Division staff insures that the lot merger/lot line adjustment complies with the City Subdivision Ordinance, zoning and land use ordinances and the City General Plan.
6. The City Surveyor reviews the lot merger/lot line adjustment application and exhibits to determine whether they are technically correct, comply with the State Subdivision Map Act, and are in an acceptable form to be recorded with the Ventura County Recorder's Office.
7. The City Surveyor returns the file to the Planning Division after completing the review of the lot merger/lot line adjustment file and finding the lot merger/lot line adjustment to be acceptable.
8. The Community Development Director approves and signs the lot merger/lot line adjustment when the above requirements are completed.
9. After the Community Development Director approves and signs the lot merger/line line adjustment forms, the Planning Division calls your title company (provided on title report), to arrange for recording of your lot merger/lot line adjustment with the Ventura County Recorder's Office. Please note that only the title company is allowed to handle recording of these documents.
10. After the Planning Division receives a copy of the recorded Certificate of Approval from the County Recorder, we will distribute it, with copies of the exhibits to the appropriate utilities and City staff to inform them of the lot merger/lot line adjustment.

PROJECT APPLICATION REQUIREMENTS

The following instructions provide the necessary information and procedures to process an application for a lot merger or lot line adjustment. The required materials described are intended to make review by City staff, quicker, and to accurately describe the features of the proposed application. Please note that all of the required information on the checklist on the preceding page must be provided when the application is submitted.

NOTE: Planning Division staff **will not** accept incomplete application packages, mailed applications, or poor quality graphics. All materials must be prepared according to the instructions contained in this document.

All copies shall be 8 ½" by 11". All material should have preparer's name, project address, assessors parcel number and date.

Any questions regarding application filing requirements should be direct to Planning Services staff at (805) 517-6200.

APPLICATION FORM must be completed, including project address, signature and daytime phone numbers of the applicant, property owner(s) of the project site must be included on the application. A separate application must be completed for each permit. If the property is in escrow, the current owner must sign the application.

ASSESSOR'S PARCEL MAP must be provided with the project property clearly outlined. Assessor's parcel maps are available at the Ventura County Assessor's Office, 800 South Victoria Avenue, Ventura, CA 93009 or online at: <https://assessor.countyofventura.org/research/mappage.asp>.

TITLE REPORT may not be more than 6 months old at time of application. If the project processing time is more than six months until approval of the lot merger or lot line adjustment a new title report may be required.

SITE PLAN (if larger than 8 ½" x 11", fold to 8 ½" x 11") must include the following information:

1. Location and dimensions of existing structures, with existing structures clearly labeled. Existing structures proposed for demolition must also be labeled.
2. Building setback dimensions, from building(s) to all property lines and between buildings.
3. Type, area (square feet) and use of each existing structure.
4. Number of parking spaces required and number of spaces provided (by type) and on each proposed parcel.
5. Location and dimensions of existing curb cuts on the site, within 50 feet of the project boundaries and across the street from the site.
6. Location, identification and dimensions of easements on, adjacent to or otherwise affecting the property.
7. Scale and north arrow. Provide "reference North" if "true" north is not perpendicular or parallel to the property lines.
8. Property boundaries, dimensions and area (in square feet and acres) for existing and proposed lot(s).
9. Location and size of freestanding, monument and structural signs (if applicable).
10. Structures, land uses, walls and other improvements within 50 feet of the project boundaries.
11. Dimension from property line(s) to center of adjacent street(s).
12. Identification and dimensions of existing sidewalks, curbs and streets.
13. Vicinity map locating the proposed development within Moorpark.
14. Width and configuration of streets (including striping, left-turn pockets and median identification from which the development has access).
15. Identification and dimensions of loading areas and trash (refuse) enclosures.
16. Location of aboveground utility vaults, transformers, building backflow preventers and other facilities. Contact Southern California Edison Company to determine where new utility vaults should be placed for the project.
17. Wheel tracking for delivery trucks, fire apparatus and refuse trucks in parking areas, loading areas and for service to refuse enclosure(s). A minimum of 48-foot radius must be provided.

18. Name and street address of the project.
19. Name, address, and telephone number of the professional that prepared the plans (include on every drawing).

EXHIBIT "A" is a legal description of the proposed merged lot/lot line adjustment signed by a Land Surveyor or Civil Engineer authorized to practice surveying and stamped with his/her seal.

EXHIBIT "B" is an Exhibit plat showing the lot merger/ lot line adjustment boundaries and relationship to adjoining properties. The map must be drawn in black ink (8 ½" x 11") by a land surveyor or civil engineer authorized to practice surveying. The plat must be clear and readable and contain the following information (the City Surveyor may require additional information)(See attached Sample "Exhibit B"):

1. Map scale and north arrow
2. Location of the lots to be merged/lots to be adjusted in relation to existing streets and the distance to the nearest cross street (must be detailed to allow someone not familiar with the area to locate the specific lots).
3. The existing and proposed lot(s). Show distances and bearings for all new boundary lines/lot lines
4. The existing lot numbers and the net square footage of each existing lot and the proposed net square footage of the new lot(s). Net area equals the gross square footage minus any easements that restrict the surface use of the property such as vehicular or pedestrian easements. Show existing and proposed lot areas in a table.
5. All existing dedications and easements.
6. Statement of civil engineer or land surveyor that "I, , hereby state that this plat was prepared under my direction and that the mathematical data shown herein is correct." Provide license number next to signature block.

NOTARIZED OWNERS STATEMENT AND REQUEST is a signed and notarized statement by the owner(s) that "he/she/they is/are the fee title owners of record of all the real property described herein and that I/we consent to the lot merger/lot line adjustment (pick the appropriate application) thereof." Identify type of ownership (examples: a California corporation, a limited partnership, an individual, etc.). The statement must also include the specific reason(s) for the lot merger or lot line adjustment request. (Example: Two zero lot line buildings being connected by an opening between them).

APPLICATION FEES are listed in the published fee schedules, available online at: <http://www.moorparkca.gov/565/Fees>. Please contact the Planning Division to verify the amount of the fees required.

EXHIBIT "A"
LOT MERGER NO.

THAT REAL PROPERTY IN THE CITY OF OXNARD, COUNTY OF VENTURA,
STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

ALL OF LOT 1 AND LOT 2 OF TRACT NO. 5253 PER MAP FILED IN BOOK 145,
PAGES 66 TO 69, INCLUSIVE, OF MISCELLANEOUS RECORDS (MAPS),
TOGETHER WITH PARCEL "C" OF THE LOT LINE ADJUSTMENT RECORDED
APRIL 23, 2003 AS INSTRUMENT NO. 03-133318 OF OFFICIAL RECORDS, BOTH
IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

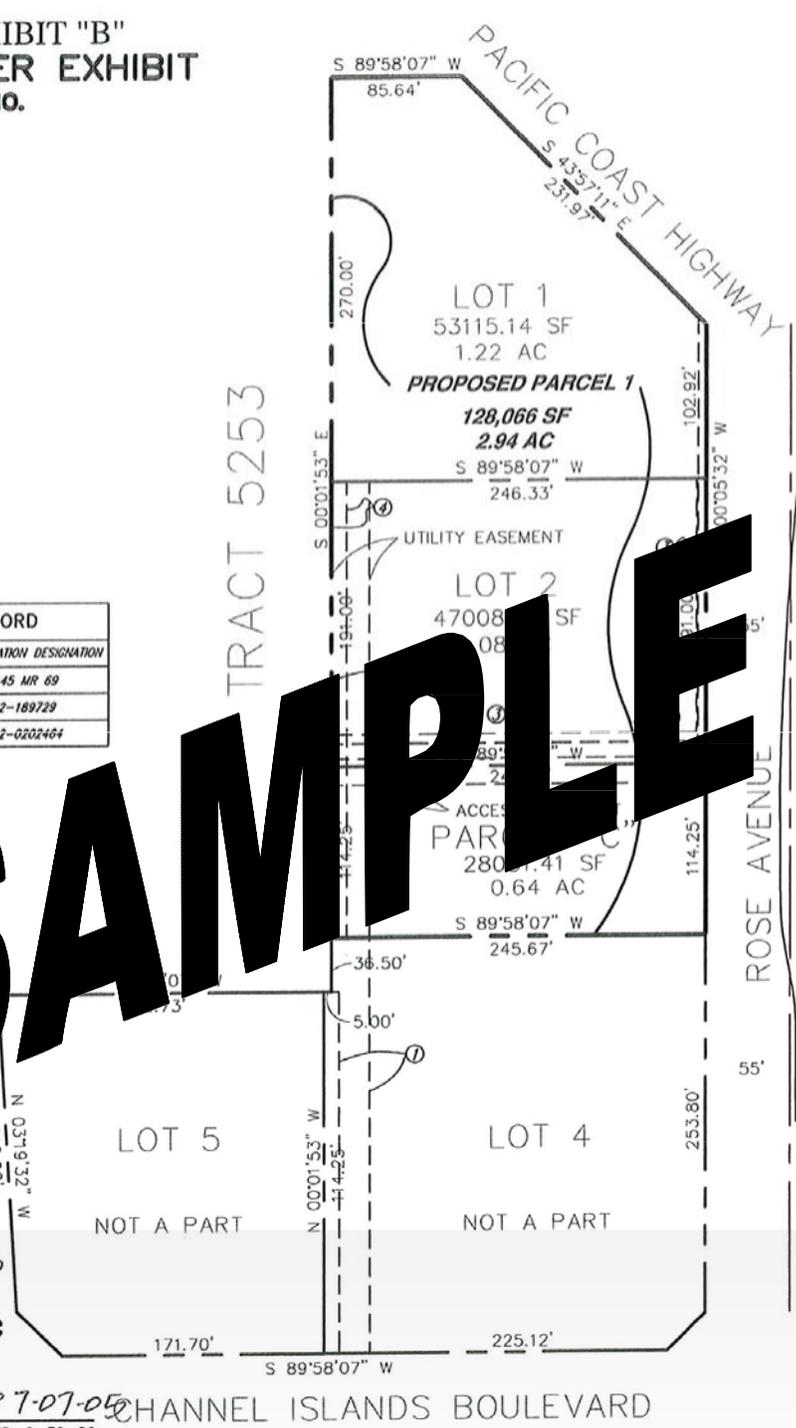
SAMPLE

EXHIBIT "B"
 LOT MERGER EXHIBIT
 LOT MERGER NO.



EASEMENTS OF RECORD		
EASEMENT NO.	EASEMENT HOLDER	RECORDATION DESIGNATION
①	CITY OF OXNARD	145 MR 69
③	SO. CAL. EDISON CO.	02-189729
④	VERIZON CALIFORNIA	02-0202464

SAMPLE



I, LES G. EVERARD, HEREBY STATE THAT THIS
 PLAT WAS PREPARED UNDER MY DIRECTION AND
 THAT THE MATHEMATICAL DATA SHOWN HEREON
 IS CORRECT.

AZIMUTH GROUP, INC
 1587 MORSE AVENUE
 VENTURA, CA 93003
 (805)289-9407 fax (805)289-9408
Les G. Everard 7-07-05

LES G. EVERARD, P.L.S. No. 6774 EXP. 9-30-06

CHANNEL ISLANDS BOULEVARD

EXHIBIT A
LEGAL DESCRIPTION
PARCEL A

That portion of Lot 152, Tract No. 4492, in the City of Oxnard as recorded in Book 119, Page 79 in the Office of the County Recorder, County of Ventura, State of California, described as follows:

Beginning at the most easterly corner of said Lot 152; thence along the southeasterly line and through the following six courses,

- 1st South 39°09' 58" West 69.48 feet to a point; thence,
- 2nd South 59°09' 56" West 51.57 feet to a point along the easterly right-of-way of Kentia Street (Public street 60.00 feet wide), said point being the beginning of a non-tangent curve concave to the west having a radius of 60.00 feet and an initial radial bearing of South 85°15' 48" West; thence,
- 3rd Northerly along said curve through the right-of-way through an central angle of 18°57' 55" and arc length of 146.64 feet to a point; thence non-tangent to said curve,
- 4th North 11°47' 49" East 17.42 feet to a point along the southerly right-of-way of Upper Bay Drive (Public street 60.00 feet wide); thence along said right-of-way,
- 5th North 47°17' 44" East 35.45 feet to a point; thence leaving said right-of-way and along the easterly line of said Lot 152,
- 6th South 42°42' 16" East 139.21 feet to the Point of Beginning.

Containing Approximately 11,334 square feet.



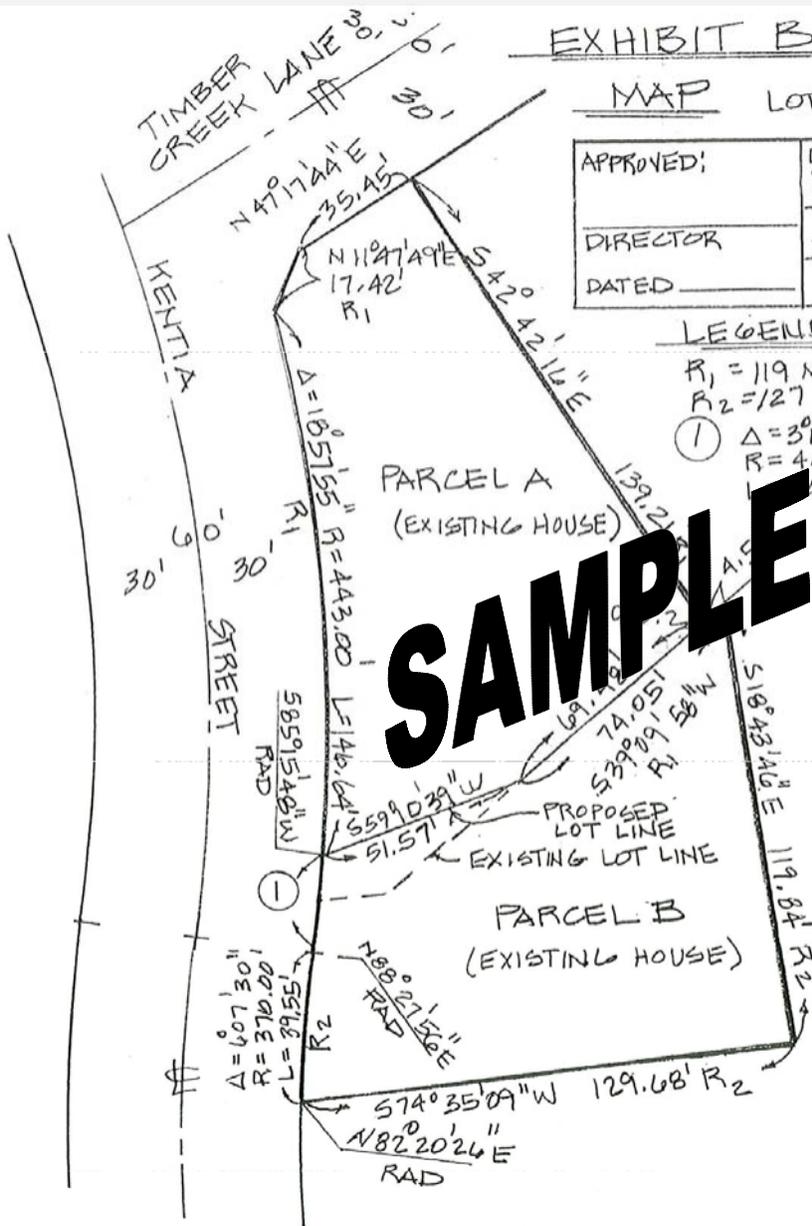
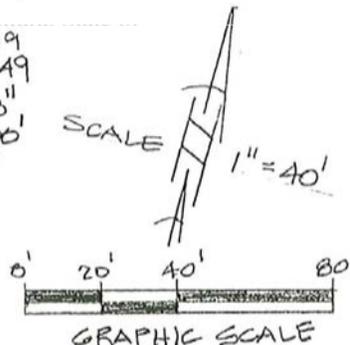
EXHIBIT B

MAP LOT LINE ADJUSTMENT NO. 04-310-9

APPROVED:	EXISTING LEGAL DESCRIPTION	PROPOSED PARCEL NUMBERS
DIRECTOR	LOT 152 119 MR 79	A
DATED	LOT 161 127 MR 49	B

LEGEND:

R₁ = 119 MR 79
 R₂ = 127 MR 49
 Δ = 312.08"
 R = 443.00'
 Δ = 1.76'



Containing Approximately 10.2 to square feet

PARCEL	EXISTING AREA, SF	PROPOSED AREA, SF	DIFFERENCE
A	11,785	11,334	-452
B	9,785	10,236	+452

DAVID D. AWREY, P.E.

I, DAVID D. AWREY, HEREBY CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY DIRECTION AND THE MATHEMATICAL DATA SHOWN HEREON IS CORRECT.

David D. Awrey 11/30/04
 DATE

DAVID D. AWREY
 P.O. BOX 1336
 SOMIS, CA 93066
 (805) 386-8127
 awrey@earthlink.net

OWNER'S CERTIFICATE
LOT LINE ADJUSTMENT NO. _____

RE: Assessor Parcel Number

Portions of: _____

The undersigned hereby certify(ies) to be the owner(s) of the real property included within the boundary of the lot line adjustment, the only person(s) whose consent is necessary to pass title to said real property, and that I(we) consent to the making and recordation of this lot line adjustment.

By: _____
Print or Type Name

By: _____
Print or Type Name

Signature

Signature

MUST HAVE NOTARY ACKNOWLEDGEMENT