



HUNTINGTON BEACH

City of Huntington Beach  
Public Works Department  
2000 Main Street  
Huntington Beach, CA 92648  
(714) 536-5431

**PUBLIC WORKS FINAL LOT LINE ADJUSTMENT APPLICATION REQUIREMENTS:**

- Step 1. Obtain Notice of Action and approved plot plan map for the Lot Line Adjustment (LLA) from the City's Planning Dept.
- Step 2. Obtain the Public Works Department Lot Line Adjustment Application (available at the City's Public Works Department Counter, First Floor Civic Center City Hall).
- Step 3. The Public Works Lot Line Adjustment Application must be typed or printed and filled in completely, printed on 8½"x11" size sheets and shall contain the following information:
- Name and address of record owner or owners of each of the existing parcels involved, as depicted on the current Preliminary Title Report to be included on page 1.
  - All signatures are to be notarized and acknowledgement shown on page 2.
  - Name, business address and telephone number, signature, license number and professional stamp with registration expiration date of the licensed surveyor or registered engineer who prepared the LLA shall be included on page 3. Also the licensed surveyor or registered engineer shall stamp, show expiration date and sign on the first sheet of each exhibit.
  - The north arrow, scale and sufficient description to define the location of the proposed Parcel boundaries on Exhibits "B" and "C". Exhibits "B" and "C" legend, line types, dimensioning, line weights, etc. shall be uniform and according to County Standards.
  - The legal description of the proposed Parcels prepared by Licensed Surveyor or Licensed Civil Engineer, Stamped and Signed on Exhibit "A".
  - Parcel layout before lot line adjustment and Parcel layout after lot line adjust including, bearings, distances, dimensions, parcel sizes, lot sizes (sq. ft./acre), street centerlines, of each revised parcel each parcel to be numbered or lettered and then stamped and signed by licensed surveyor or registered engineer to be included on Exhibit "B".
  - The widths, location and purpose of all existing easements should be shown on "Exhibit "B".
  - The Site Plan shall show the outline of any existing buildings to remain in place or proposed buildings and their location in relation to existing or proposed lot lines with dimensions then stamped and signed by licensed surveyor or registered engineer should be shown on Exhibit "C". This exhibit "C" shall not be necessary if the parcel is vacant.
- Step 4. At the Public Works Counter, submit the Public Works Department Lot Line Adjustment Application Plan Check Deposit of \$1,150.00 (effective 01/06/2017) for Plan Check processing and submit two copies of the completed Public Works Department Lot Line Adjustment application accompanied with the following reference materials:
- A cover sheet with your name, LLA number and contact information (available at the Public Works Counter).
  - One (1) copy of the Notice of Action and approved plot plan map from the City's Planning Department.
  - One (1) Preliminary Title Report for subdivision purposes, not more than **six (6) weeks** old from date of submittal, shall be provided to clearly identify the owners, possessory and beneficial interests, easements that impact the parcel and description of ownership parcels.
  - Copies of all easements listed in the Preliminary Title Report.
  - Copy of Grant or Quitclaim Deeds (drafted or final version) for the new property description to be recorded concurrent with LLA shall signed and notarized with signatures compatible to the LLA.
  - Copy of Modified Trust Deed or Reconveyance, if Deed of Trust on property, to recorded concurrently with LLA.
  - Provide Title Company contact name and telephone number to the Public Works Dept. The applicant's Title Company shall be contacted to process and record the LLA, Grant or Quitclaim Deed and Modified Trust Deed.

**THE USUAL PROCESS FLOW CHART IS AS FOLLOWS:**

- Applicant obtains Notice of Action (from Planning Department) then submits two (2) copies of the application with attachments and pay plan checking fee to City Public Works Department for preliminary review plan check.
- After First Plan Check by Public Works Department, applicant makes the corrections, then resubmits one (1) copy of the corrected Lot Line Adjustment application to Public Works for verification of corrections and then makes first submittal to County Surveyor.
- For technical review plan check, applicant submits two (2) copies of the Lot Line Adjustment application to the County Surveyor's Office. The County Surveyor will let you know the requirements for the "research package" to be submitted along with the application for technical review.
- After the County Surveyor Plan Check, if approved, the County Surveyor shall deliver original documents to City PUBLIC WORKS DEPARTMENT for the City Engineer's approval.
- After County Surveyor approval, if approved by the Planning Dept. and City Engineer, the Public Works Department shall transmit the LLA Application with transmittal memo to CITY CLERK with a request to contact Title Company for recording.
- CITY CLERK contacts Title Company for pickup and recordation of the Lot Line Adjustment, Grant or Quitclaim Deed and Modified Trust Deed (if required).
- Title Company records LLA with County Recorder then returns 1 copy of the recorded document to the CITY CLERK.
- Upon receipt of one (1) original recorded copy from the Title Company, CITY CLERK provides a copy of recorded documents to the PLANNING DEPARTMENT, PUBLIC WORKS DEPARTMENT and County Surveyor.
- During the plan check processing, the County Surveyor's Office is sending plan check comments to the applicant's surveyor or engineer with a copy to the Public Works Department. The applicant and County Surveyor is also receiving plan check comments from the Public Works Department during the plan check process.