

Development Services Department offers informational brochures on the following topics:

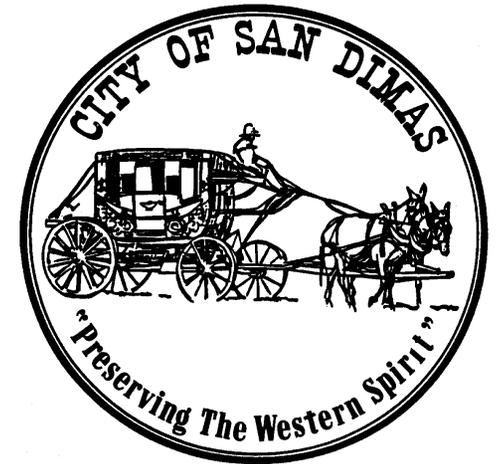
Artificial Turf Guidelines  
Banners and Temporary Signs  
CEQA and Environmental Review  
Classification of Use  
Conditional Use Permits  
Development Agreements  
Development Plan Review Board  
Fees and Charges  
For Sale/For Lease Signs  
General Plan  
Lot Line Adjustments  
Mills Act  
Municipal Code Text Amendments  
Outdoor Dining Policy  
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Permanent Signs  
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Property Information  
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Residential Care Facilities  
RV & Trailer Parking  
Signs in the Historic Downtown Area  
Site Plan Requirements  
Specific Plans  
Storage Structures  
Subdivisions  
Temporary Use Permits  
Trash Enclosure Standards  
Tree Preservation  
Variances  
Window Replacement – Town Core  
Window Signs  
Zone Changes  
Zoning Descriptions

*\*These brochures are generally intended to assist in the processing of application material. It does not necessarily provide every detail regarding Municipal Code regulations.*

UPDATED: 1/22/14

City of San Dimas  
Planning Division  
245 East Bonita Ave.  
San Dimas, CA. 91773

# Lot Line Adjustments



**Development Services Department**  
City Hall, 245 East Bonita Avenue  
San Dimas, California 91773  
(909) 394-6250  
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Mon-Thurs 7:30 a.m. - 5:30 p.m.  
Fridays 8:00 a.m. - 5:00 p.m.

[www.cityofsandimas.com](http://www.cityofsandimas.com)

## WHAT IS A LOT LINE ADJUSTMENT?

A lot line adjustment process provides a mechanism for adjacent property owners to transfer land from one parcel to another. The State Subdivision Map Act and City's Subdivision Ordinance allow lot line adjustments provided that the end result is the same or a fewer number of lots, and that all resulting lots conform to the requirements of the City's Subdivision and Zoning Ordinance.

Lot line adjustments may be approved if the lot line adjustment does not:

- a. Create any new lots (increase the number of lots);
- b. Include any lots or parcels created illegally;
- c. Impair any existing access or create a need for access to any adjacent lots;
- d. Impair any existing easements or create a need for any new easements serving adjacent lots or parcels;
- e. Constitute poor land planning or undesirable lot configurations due to existing environmental conditions or current zoning development standards; and
- f. Require substantial alteration of any existing improvements or create a need for any new improvements.

## APPLICATION PROCEDURE

Before an official application is filed, we suggest that you meet with a city planner to discuss the proposed project. In this pre-application meeting, the planner will explain pertinent city zoning regulations and provide application processing information. A typical lot line adjustment process requires:

- Development Application Form, signed by all affected property owners, and briefly stating why adjustment is being requested.
- Fee as adopted by City Council
- Current title reports verifying ownership of all affected parcels.
- A plot plan (8.5 inches by 11 inches) showing the old and new lot lines, as well as features like improvements, infrastructure, and topography. Must include signatures of all owners of record of all properties involved.
- A new legal description of the proposed lot line adjustment and parcels completed by a registered engineer or licensed surveyor.

## APPLICATION PROCESS

Once the completed application, plot plan, fee and additional information are submitted to the City, the Development Services Department Staff will review the material to determine if all required information for the proposed lot line adjustment has been submitted.

The process is typically routine as long as the transfer does not result in a new building lot or create a lot that is nonconforming according to the requirements of the subdivision or zoning ordinance.

Once an application is deemed complete, it is circulated to the appropriate city departments for review. The City may impose conditions to be satisfied prior to recordation of the lot line adjustment. The lot line adjustment request will be scheduled for City Council review as a "consent calendar" item. A copy of the staff report and recommended conditions of approval will be mailed to the applicant.

After the lot line adjustment is approved, the City will file a certificate of compliance with the County Recorder's office. The applicant is responsible to have new titles prepared reflecting the changes in property lines must be created by the applicant and recorded within one year with the County of Los Angeles.