



Parcel Map Exemption (PMEX) – LOT LINE ADJUSTMENT

RELATED CODE SECTION: Municipal Code Section 17.50 B.3(c) authorizes Lot Line Adjustments subject to specified conditions.

SPECIALIZED REQUIREMENTS: The following items must be submitted when filing an application for the above; these items are required in lieu of those specified in the Master Filing Instructions (CP-7810).

1. **Master Land Use Permit Application (CP-7771):** Provide one completed application signed and notarized by all recorded owners of the properties involved.
2. **Lot Line Adjustment Map:** Provide five (5) copies of a Lot Line Adjustment map with each parcel numbered 1, 2, etc., and complying with the following specifications:
 - a. **Scale:** Drawn to an Engineer's scale (1 inch = 40 feet; 1 inch = 60 feet, etc.) and rendered on 8 ½" x 11" paper; unusually large or irregular parcels may be submitted on paper not to exceed 11" x 17". (Consult the LA County Recorder for up-to-date requirements and fees; documents which contain any pages not 8 ½" x 11" in size will incur additional recording fees.)
 - b. **North Arrow:** North shall be shown and oriented towards the top of the map.
 - c. **Use:** If the parcel is Vacant, label it as such. If the parcel is developed show all building locations, identify their use, number of stories, parking spaces or structures and driveways. If applicable, show accessory structures (e.g. pools, tennis courts, walkways), and show distances of all structures to the new parcel boundaries.
 - d. **Dimensions:** Dimensions shall be provided for the original and proposed boundaries of each parcel. Label the boundary lines to be adjusted as "Existing" and "Proposed", with existing lines drawn in GREEN and proposed in RED.
 - e. **Rights-of-Way:** Show and designate the name of all adjoining public streets, private streets, alleys and walkways.
 - f. **Summary Information:** The Lot Line Adjustment Map shall include the following information:
 - i. the area of each parcel in square feet before and after the adjustment;
 - ii. the zoning of each parcel;
 - iii. the property address of each parcel;
 - iv. the name, address and telephone number of each parcel owner and that of the surveyor or engineer.
3. **Legal Description:** The applicant and surveyor are responsible for the correct legal descriptions of all parcels involved. Provide five (5) copies of proposed legal descriptions on 8 1/2" x 11 paper reviewed and stamped by a licensed surveyor or by a civil engineer (if engineer was registered before January 1, 1982 (license # 33,965)).
 - a. Proposed legal descriptions must not expand beyond the boundaries of the existing parcels as established by the City Engineer, Land Records Division.
 - b. Describe each parcel (1, 2, etc.) after the lot line is adjusted and the area(s) to be conveyed all on separate pages.

- c. Legal descriptions must coincide with the submitted map.
4. **Lot Cut and District Map Information:** Provide one copy of the following for each subject parcel; this information is available from the City Engineer, Land Records, located at 201 N Figueroa Street, Rm 730:
- a. **Lot cut information print out**
 - b. **Land Records map**
5. **Related Documents:**
- a. **Building Permits and Certificates of Occupancy:** Provide two (2) sets of all Building Permits and Certificates of Occupancy for each property involved. This information is available at the Department of Building and Safety Records Center located at 201 N Figueroa Street, 1st floor or at 6262 Van Nuys Boulevard, Suite 251.
 - b. **Deeds:** Provide one copy of the latest Recorded Deed for each property involved.
 - c. **Title Reports:** Provide one copy of a title report (no older than one year) for each property involved. If there is a Deed of Trust on any of the parcels one of the following is also required, a letter from the lender stating either:
 - i. their acknowledgement of the adjustment; or
 - ii. that the deed of trust legal descriptions will reflect the adjusted boundaries; or
 - iii. that a revised deed of trust or reconveyance reflecting the new legal descriptions will be required for final approval.
6. **Building and Safety Review:** One of the five required maps must be reviewed and stamped by Building and Safety (LADBS), Grading Division prior to filing with City Planning. A fee will be required by LADBS and a copy of the fee receipt must be submitted with your application.
7. **Vicinity Map:** Provide one copy of a vicinity map showing the surrounding area with the project site highlighted. For reference purposes, the vicinity map should include the nearest Collector Street.
8. **ZIMAS Printout:** Provide one copy of the ZIMAS Map and the associated Parcel profile Report for all properties involved. ZIMAS maps can be accessed at <http://zimas.lacity.org>.
9. **Environmental Clearance:** All projects require environmental review pursuant to the California Environmental Quality Act (CEQA), unless an exemption applies. At filing public counter staff will advise the applicant whether the proposed project is exempt or requires a more thorough environmental analysis.

FILING PROCEDURES: When all of the above requirements are met, applications may be filed either at the Downtown Public Counter – 201 N Figueroa St., 4th floor; or at the Valley Public Counter – 6262 Van Nuys Blvd., Suite 251.

- 1. **Filing fee:** Fees must be paid at the time of filing the application for the Parcel Map Exemption and the Environmental Clearance per Article 9 of the LAMC.
- 2. **Appointment System:** The public counters provide case filing services by appointment. It is highly recommended that appointments be made in advance of filing by going to City Planning’s website: <http://planning.lacity.org> then clicking “Development Services Center” on the bottom right, and then clicking “Make Appointment”.