



REV 6/28/2024

LOT LINE ADJUSTMENT APPLICATION (for 3 parcels) **CHECKLIST AND FILING INSTRUCTIONS**

INSTRUCTIONS TO APPLICANT:

Lot line adjustments are authorized by Chapter 20.50 of the City's Municipal Code and Government Code Section 66412(d). The application for a lot line adjustment must be completed and submitted with the following:

SUBMITTAL ITEMS: (Acknowledge by checking box)

1. This **Checklist**.
2. **Filing Fee** of \$2,601.33 per application. (If expedited plan check services are requested and are available, additional fees shall apply)
3. Completed original City **Lot Line Adjustment** application form with signatures in **blue ink** and notarized. No fax or reproduction of the form will be accepted. ***If there is no entry for a line, WRITE "NONE"***. Applications with incomplete information will be returned for corrections. Other than signatures, please print all information.
4. **Vesting Legal Descriptions** verifying that all existing affected parcels are legally created.
(Letter size, Two copies) (Not to be recorded with Lot Line Adjustment).
5. **Proposed Legal Descriptions** of all parcels affected, labeled as "Exhibit A" (Shall be prepared and "wet sealed" by a registered Civil Engineer or licensed Land Surveyor) (Letter size, One original and Two copies).
6. **Plat**, labeled as "Exhibit B" (Letter size, One original and Two copies) (Shall be prepared and "wet sealed" by a registered Civil Engineer or licensed Land Surveyor), showing the following:
 - A. North Arrow
 - B. Bearings and Distances
 - C. Lot Line to be Abandoned
 - D. New Lot Line
 - E. Assessor Parcel Numbers (APN's)
 - F. Legal Descriptions (Tract and Lot Numbers)
 - H. Street Centerlines
 - J. All Easements
7. **Site Plan of Existing Structures** if present, labeled as "Exhibit C" (Letter size, One original and Two copies). Shall include all items listed above with Plat, in addition to showing all existing structures, building setback lines, and dimensions. Exhibit "C" not required if there are no existing structures on parcels affected. (Not to be recorded with Lot Line Adjustment).
8. **Mapcheck Closures** (One copy)
9. **Preliminary Title Report** for all parcels affected. Issue date shall be no longer than 60 days prior to submittal of application (One copy). If available, a digital (PDF) version of the report with embedded hyperlinks shall also be submitted.
10. **Homeowners' Association (HOA) approval letter**, if applicable, with date of approval. (One copy)
11. **Grant Deeds** with legal descriptions and plats. Deed(s) are required to transfer properties held in different ownership (if applicable), and are required to adjust the property lines using the new legal descriptions of the adjusted parcels (One original and Two copies of each deed).
12. **Underlying Previously Recorded Maps** referenced in adjustment. Includes tract and parcel maps, parcel mergers, lot line adjustments, etc. (One copy)

The Planning and Public Works Department will review the application package, and will return to applicant for any corrections. Approval by the City's representative can occur only after all required documents have been submitted and any corrections completed. After City approval, the applicant will be instructed to secure recordation through a Title Officer.

RECORDING REQUESTED BY
and when recorded mail to:

Name: **Public Works Dept.
City of Indian Wells**
Address: **44950 Eldorado Dr.**
City/State: **Indian Wells, CA**
Zip + 4: **92210-7497**

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**City of Indian Wells
LOT LINE ADJUSTMENT (THREE PARCELS)**

Lot Line Adjustment Number: _____ Date Filed: _____
(Assigned by City)

Applicant/Contact Person: _____ Phone: () _____

Address, City, State, Zip: _____

PROPERTY OWNERS (As shown on Deed)

Number of Parcels Adjusted: 3

Owner Parcel "A": _____ Phone: () _____

Address, City, State, Zip: _____

Owner Parcel "B": _____ Phone: () _____

Address, City, State, Zip: _____

Owner Parcel "C": _____ Phone: () _____

Address, City, State, Zip: _____

(Attach names of any other involved property owner[s])

PROPERTY INFORMATION

Parcel "A", Assessor's Parcel Number: _____ Legal Description: _____

Address: _____

Parcel "B", Assessor's Parcel Number: _____ Legal Description: _____

Address: _____

Parcel "C", Assessor's Parcel Number: _____ Legal Description: _____

Address: _____

Description of the proposed adjustment and purpose for request:

I/WE HEREBY CERTIFY that 1) I am/we are the record owner(s) of all Parcels proposed for adjustment by this application; and 2) I/We have knowledge of and consent to the filing of this application; and 3) the information submitted in connection with this application is true and correct.

ALL OWNER(S) SIGNATURES MUST BE NOTARIZED

Print Owner Name(s) Parcel "A"

Print Owner Name(s) Parcel "A"

Sign Owner Name(s) Parcel "A"

Date

Sign Owner Name(s) Parcel "A"

Date

Print Owner Name(s) Parcel "B"

Print Owner Name(s) Parcel "B"

Sign Owner Name(s) Parcel "B"

Date

Sign Owner Name(s) Parcel "B"

Date

Print Owner Name(s) Parcel "C"

Print Owner Name(s) Parcel "C"

Sign Owner Name(s) Parcel "C"

Date

Sign Owner Name(s) Parcel "C"

Date

Attach page(s) for additional parcel owner's signatures, if needed

All lot lines shown in Exhibits _____ are hereby adjusted and approved.

This notice is filed under the provisions of Government Code Section 66412(d). The real property in the City of Indian Wells, County of Riverside, described in the attached Exhibit(s)

_____ and owned by

is, under the provisions of the Subdivision Map Act and Ordinances of the City of Indian Wells, modified and adjusted as authorized by the Subdivision Map Act as shown.

Ken Seumalo, P.E., Public Works Director

Date

(Attach Notary for Public Works Director/City Engineer)

COMMENTS: _____
