

REVIEW PROCESS

PRE-APPLICATION: The applicant meets with Planning Services staff to become familiar with applicable General Plan and zoning requirements applicable to the project.

APPLICATION SUBMITTAL: Applicant submits application to the City's Planning Services Department, along with the required processing fee. The Planning Department conducts a preliminary review for land use, zoning, and setbacks compliance and refers to Engineering for final review.

ENGINEERING DEPARTMENT TECHNICAL REVIEW: Engineering confirms accuracy of engineered Lot Line Adjustment map and accompanying documents and returns documents to the Planning Director for final approval and forwarding to the City Clerk.

CITY CLERK: The City Clerk forwards documents to the escrow/title company who then forwards copies to the County Recorder. The County Recorder returns originals to the San Juan Capistrano City Clerk after recordation.

ANY QUESTIONS? Please call the Planning Department at (949) 443-6331.

Planning Department Mission Statement: *“To preserve the small, village-like character of the community through high quality design, diverse housing, and the preservation of cultural resources, open space, natural creeks and ridgelines in a manner that will enhance the quality of life for the City's present and future residents.”*



Your Guide to Understanding
the
**LOT LINE
ADJUSTMENT
APPLICATION
PROCESS**



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LOT LINE ADJUSTMENT PROCESS

When a land owner, or two or more consenting land owners, agree to move a lot line and transfer land ownership from one existing parcel to an adjacent existing parcel, the owners of the subject parcels must apply for a lot line adjustment. The lot line adjustment cannot result in a greater number of lots than originally existed, and the resulting lots must conform to the development standards set forth in the Municipal Code and other applicable regulations.

The City's Planning Director has decision-making authority on these applications, although in rare cases, the application may be referred to the Planning Commission. Processing times vary from three-to-four months depending upon the owner(s) ability to submit the executed modified trust and grant deeds to the lender.



SUBMISSION REQUIREMENTS

Before proceeding with submittal of a formal lot line adjustment application, you are encouraged to schedule an appointment with the Planning Services Department staff to discuss your proposal. This preliminary review will assist you in considering the feasibility of your lot line adjustment. City staff may also raise issues for your consideration that may require modification of your proposal. A preliminary review will help you avoid costly redesign of engineered maps.

The following checklist of items will need to be submitted to the City's Planning Department if you decide to proceed with your formal application:

- Application for Lot Line Adjustment
- Fee per adopted City Council resolution
- A title report for the property completed by a licensed title company and prepared within 30 days of your application submittal
- Existing and proposed use of subject properties and all properties within 300 feet
- Traverses
- Topographical map (if required by the Planning Director)
- Signed and notarized quitclaim deeds

which convey adjusted parcels to the owner(s)

- Modified and notarized grant deeds and/or deeds of trust which conform to the legal description on the lot line adjustment and reflect consent to the lot line adjustment by any party or entity holding a beneficial interest in the property

Engineered Lot Line Adjustment Map shall include the following:

- Vicinity map showing the general location of the property within the City
- North arrow, scale, date and title block
- Existing and proposed new property lines and assessor's parcel number(s)
- Location of all existing and proposed structures, trees, fences, and similar improvements
- Location of existing and proposed right-of-ways and easements, including public and private streets, driveways, sidewalks, equestrian and bike trails, parking areas, open space areas, etc.
- Acreage or square feet of each lot
- Name, address, telephone number, and license/registration number of civil engineer/surveyor responsible for preparation of the map