

## Filing Requirements For Lot-Line Adjustment

Pursuant to Chapter 20.20 (Long Beach Subdivision Regulations), a lot line adjustment shall apply to the adjustment of property boundaries between four or less adjacent lots recorded with the county recorder's office in conformance with the Subdivision Map Act by a Final Map, a licensed surveyor map, or a Record of Survey, where land taken from one lot is added to an adjacent lot with out creating additional lot(s), provided that each adjusted lot shall have a minimum lot width of 25' and in no case shall such lot width be less than  $\frac{4}{5}$ <sup>th</sup> of the average lot width within a radius of 300' from said property; and no zoning violations shall result from the adjustment.

### **The following information shall be filed:**

1. Planning Permit Application form (obtained from the City's website or from the Planning Counter, 3<sup>rd</sup> floor, City Hall). Owner(s) of record shall sign this form.
2. A copy of the current title insurance report or a Grant Deed with a location map providing the legal description of the properties included in the application.
3. Lot-line adjustment plan – This plan shall be legibly drawn to a scale of sufficient size to show full detail indicating the existing subdivision parcel lines (using solid lines) and proposed lot lines (using dash lines). Dimensions of each parcel shall also be noted on the plan.
4. Plot plan – This plan shall be legibly drawn to a scale of sufficient size to show full detail indicating the location of existing building(s) to remain, and proposed building(s) and distances between these building and new property lines. All recorded easements shall be shown on the plot plan.

A Survey Plat shall be required when the final document is to be recorded with the County Recorder's Office. This Survey Plat shall be prepared by a licensed surveyor or a registered civil engineer. Therefore, it is advisable to have a licensed surveyor or a registered civil engineer prepare the application.

### **Questions**

For more information please call the Zoning Information line at (562) 570-6194 or by visiting us at: [longbeach.gov/lbds/planning/](http://longbeach.gov/lbds/planning/).