



City of Thousand Oaks

PUBLIC WORKS DEPARTMENT
MARK D. WATKINS, DIRECTOR

LOT LINE ADJUSTMENT PROCESSING STEPS (NO PUBLIC LAND INVOLVED)

Follow these steps for efficient processing of lot line adjustments:

1. The applicant applies to Planning Division for approval.
2. The Public Works Department (PWD) conditions the lot line adjustment.
3. Following the Community Development Director's approval, the applicant's civil engineer or land surveyor will submit the following for plan check to the PWD:
 - a. An owner's statement, lender's acknowledgment (if applicable) and engineer/surveyor's statement. (Un-signed)
 - b. A legal description, labeled Exhibit "A" of each new lot configuration on 8.5" x 11" sheets. (Each lot or parcel must be described so it can stand alone).
 - c. An 8.5" x 11" sketch, labeled Exhibit "B", which depicts the exact lot line adjustment. (Note: The sketch shall depict all existing and proposed boundary lines, streets, easements, and revised square footage of each lot).
 - d. Community Development Director's approval with exhibit.
 - e. Grant deeds conveying the portions of said lots/parcels to the adjacent owners. (Not required if same owner).
 - f. Copies of all deeds, maps, and documents used in the preparation of the lot line adjustment.
 - g. Copies of calculations showing boundary & lot closure.
 - h. Two copies of a recent Title Report for each lot.
 - i. Checking fee of \$3,000.00 for the first three plan checks. 15% of original fee for each additional plan check
4. The applicant's title company shall record at the Ventura County Recorder's Office the appropriate documents required under Section 66412 of the State Subdivision Map Act.

SAMPLE

WHEN RECORDED MAIL TO:

City of Thousand Oaks
City Clerk
2100 Thousand Oaks Blvd.
Thousand Oaks CA 91362-2903



LOT LINE ADJUSTMENT 2010-70000

City of Thousand Oaks

PUBLIC WORKS DEPARTMENT
MARK D. WATKINS, DIRECTOR

CERTIFICATE OF APPROVAL

The above reference lot line adjustment is hereby approved on the basis of the information submitted to the Public Works Department by -----, LS No./RCE No. ----- . I find the lot line adjustment conforms to the requirements of the Community Development Director's approval dated ----- . With this approval I authorize this certificate with Exhibits "A" and "B" (attached) to be recorded in the office of the County Recorder. For the lot line adjustment to be effective, the owner(s) of the lot(s) or parcel(s) relinquishing land must record a quitclaim or grant deed with the Ventura County Recorder's Office, consistent with this approval.

Jay T. Spurgin, City Engineer
Public Works Department

Date

State of California }
County of Ventura } ss

On _____ 2010, before me, _____, Notary Public, personally appeared Jay T. Spurgin, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature of Notary Public

OWNER'S STATEMENT:

The undersigned hereby states that they are the owners of Lots 40 and 41, Tract No.2801 or have interest in the real property included within the boundary of the lot line adjustment shown as Exhibits A & B, ((that they are the only persons whose consent is necessary to pass title to said real property), *include if no deeds of trust against lots/parcels*)) and that they consent to the making and recordation of this lot line adjustment. The undersigned further understand that grant deeds conveying the portions of said lots/parcels to the adjacent owner(s), new deeds of trust, supplemental deeds of trust, or partial reconveyances, as applicable, must be recorded concurrently with the lot line adjustment and that after such recordations, any sale of the property in the old lot configurations would constitute an illegal division of land under State and local subdivision laws.

Lot 40

By: _____ Date: _____
Mike L. Smith

By: _____ Date: _____
Linda M. Smith

Lot 41

By: _____ Date: _____
Joe T. Brown

All signatures must be acknowledged by a notary. (8-1/2" x 11" sheet)

Have this sheet go through plan check before signing.

SAMPLE, for different owners

Prepared by:	Project Number
Name	LLA 2010-70000
Address	
City	Tract No. 2801
Telephone No.	

Page ___ of ___



OWNER'S STATEMENT:

The undersigned hereby states that they are the owners of Lots 40 and 41, Tract No. 2801 or have interest in the real property included within the boundary of the lot line adjustment shown as Exhibits A & B, ((that they are the only persons whose consent is necessary to pass title to said real property), *include if no deeds of trust against lots/parcels*)) and that they consent to the making and recordation of this lot line adjustment. The undersigned further understand that new deeds of trust, supplemental deeds of trust, or partial reconveyances, as applicable, must be recorded concurrently with the lot line adjustment and that after such recordations, any sale of the property in the old lot configurations would constitute an illegal division of land under State and local subdivision laws.

Windsong, Inc., a California Corporation

By: _____
Mike L. Smith, President

Date: _____

By: _____
Linda B. Brown, Secretary

Date: _____

All signatures must be acknowledged by a notary. (8-1/2" x 11" sheet)

Have this sheet go through plan check before signing.

SAMPLE, for same owners

Prepared by:

Project Number

Name

LLA 2010-70000

Address

City

Tract No. 2801

Telephone No.

Page __ of __



LENDER'S ACKNOWLEDGMENT:

The undersigned hereby certifies that the named lender possesses a security interest in the in the real property included within the boundary of the lot line adjustment shown as Exhibits A & B and that they consent to the making and recordation of this lot line adjustment. The undersigned further understand that grant deeds conveying the portions of said lots/parcels to the adjacent owners, new deeds of trust, supplemental deeds of trust, or partial reconveyances, as applicable, must be recorded concurrently with the lot line adjustment and that after such recordations, any sale of the property in the old lot configurations would constitute an illegal division of land under State and local subdivision laws.

Lot 40, Tract No. 2801

Bank of Thousand Oaks

By: _____ Date: _____
Mike L. Smith, President

By: _____ Date: _____
Linda B. Brown, Secretary

All signatures must be acknowledged by a notary. (8-1/2" x 11" sheet)

Have this sheet go through plan check before signing.

SAMPLE

Prepared by:	Project Number
Name	LLA 2010-70000
Address	
City	Tract No. 2801
Telephone No.	

Page ___ of ___



ENGINEER'S/SURVEYOR'S STATEMENT: (Choose one)

I, _____, do hereby state that I am a Registered Civil Engineer/Land Surveyor (Choose one). That this document correctly represents a lot line adjustment compiled from record data and/or a field survey (Choose one), in _____, 20____, and that all provisions of the Subdivision Map Act have been complied with.

(Signature) _____
(Print name) RCE No./PLS No.

Date: _____

Expiration Date: _____

SAMPLE

Prepared by:	Project Number
Name	LLA 2010-70000
Address	
City	Tract No. 2801
Telephone No.	



EXHIBIT "A"

Legal Description

LOT 40A

A portion of Lot 40 and 41, of Tract No. 2801, in the City of Thousand Oaks, County of Ventura, State of California, as per map recorded in Book 86, Pages 70 through 80 inclusive, of Miscellaneous Records (Maps), in the Office of the County Recorder of said County, described as a whole as follows:

Beginning at the Northwesterly corner of said Lot 40; thence

1st: South 02°36'55" East 98.00 feet; thence

2nd: South 55°13'52" East 56.83 feet to the Westerly line of said Lot 40; thence

3rd: South 38°30'34" East 76.81 feet to the Northerly prolongation of a radial line that bears North 06°51'06" West from the Northerly right-of-way line of Camino De Celeste 50.00 feet wide, shown as having a radius of 405.00 feet on said Tract No. 2801; thence along said prolongation

4th: South 06°51'06" East 15.00 feet to said right-of-way line being a curve concave Southerly and having said radius of 405.00 feet; thence along said curve and right-of-way

5th: Easterly through a central angle of 18°55'58" an arc length of 133.83 feet; thence along the boundary of said Lot 40 the following two courses

6th: North 08°21'49" West 250.45 feet; thence

7th: South 79°33'08" West 200.75 feet to the Point of Beginning.

See additional information sheet.

SAMPLE

Prepared by:	Project Number
Name	LLA 2010-70000
Address	
City	Tract No. 2801
Telephone No.	



EXHIBIT "A"

Legal Description

LOT 41A

A portion of Lot 40 and 41, of Tract No. 2801, in the City of Thousand Oaks, County of Ventura, State of California, as per map recorded in Book 86, Pages 70 through 80 inclusive, of Miscellaneous Records (Maps), in the Office of the County Recorder of said County, described as a whole as follows:

Beginning at the Northeasterly corner of said Lot 41; thence

1st: South 02°36'55" East 98.00 feet; thence

2nd: South 55°13'52" East 56.83 feet to the Easterly line of said Lot 41; thence

3rd: South 38°30'34" East 76.81 feet to the Northerly prolongation of a radial line that bears North 06°51'06" West from the Northerly right-of-way line of Camino De Celeste 50.00 feet wide, shown as having a radius of 405.00 feet on said Tract No. 2801; thence along said prolongation

4th: South 06°51'06" East 15.00 feet to said right-of-way line being a curve concave Southerly and having said radius of 405.00 feet; thence along said curve and right-of-way the following two courses

5th: Easterly through a central angle of 04°20'27" an arc length of 30.68 feet; thence

6th: South 78°48'27" West 145.19 feet; thence along the boundary of said Lot 41 the following three courses

7th: North 12°26'03" West 247.68 feet; thence

8th: South 64°47'13" West 45.00 feet; thence

9th: North 79°33'08" East 86.00 feet to the Point of Beginning.

See additional information sheet.

SAMPLE

Prepared by:

Project Number

Name

LLA 2010-70000

Address

City

Tract No. 2801

Telephone No.

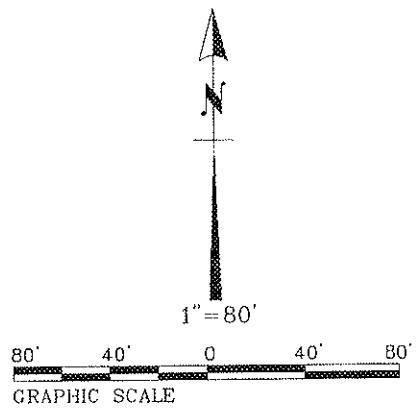
Page ___ of ___



EXHIBIT "B"



IOT AREAS (ACRES):		
	IOT 40	IOT 41
Before Adjustment:	0.923	0.712
After Adjustment:	0.946	0.689



Prepared By:	Project Number:
Name:	LLA _____ - _____
Address:	Tract No. _____
City:	Page ___ of ___
Telephone No.:	

Additional Information

EXHIBIT "A"

1. After the reference you can begin at any known point, but number the courses starting with number one (1) at the true point of beginning. This will allow the reader to know the number of courses of the traverse or line(s) described and can be used in other legal descriptions such as "Beginning at the Easterly terminus of the 20th course". In numbering the courses, all statements in the previous course are fixed; in other words you can't go back and change a statement in course number 5 because of a statement in the 6th course.
2. The legal descriptions must be described to stand alone. You can't make a statement like:
EXCEPTING THEREFROM those portions within Lot 40A as herein described above.
3. All new lines must be described the same. One way would be to describe the new line going the same direction as shown in sample of Lot 40A and 41A.

EXHIBIT "B"

1. Lot lines and right-of-way lines shall be of the same thickness as shown but have the new lines **bold** (Thicker) so they will stand out.
2. Drawing to be to scale.



Grant Deed

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

Mike L. Smith and Linda M. Smith, husband and wife as community property

hereby **GRANT(S)** to Joe T. Brown, a single man

the following described real property in the City of Thousand Oaks
county of Ventura, state of California:

That portion of Lot 40 of Tract No. 2801, as per map recorded in Book 86, Pages 70 through 80 inclusive of Miscellaneous Records (Maps), in the Office of the County Recorder of said County, lying within the boundary of Lot 41A of Lot Line Adjustment No. 2010-70000, recorded _____, Document No. _____ Official Records, in the Office of the County Recorder of said County.

SAMPLE

