



COMMUNITY DEVELOPMENT DEPARTMENT

LOT LINE ADJUSTMENT, CONSOLIDATION, OR MERGERS/UNMERGERS INFORMATION SHEET

A **Lot Line Adjustment** is the adjustment of lines between four or fewer existing adjoining parcels, where the land taken from one parcel is added to an adjoining parcel, and where a greater number of parcels than originally existed is not created.

A **Lot Consolidation** is the consolidation of any number of existing contiguous parcels into one parcel provided that no new street is created and no existing street or public service easement is extinguished.

A **Lot Merger** is the merger of two or more contiguous parcels under one ownership into one or more parcels so as to comply with parcel size and zoning standards. All procedures and processes associated with the merging of lots shall be done in compliance with the applicable sections of the Subdivision Map Act of the State of California.

A **Lot Unmerger** is the ability to unmerge lots previously merged. All procedures and processes associated with the unmerging of lots shall be done in compliance with the applicable sections of the Subdivision Map Act of the State of California.

A submitted case must meet all of the following criteria for Administrative Review:

1. Four or less parcels are contiguous (any Lot Line Adjustment between more than four adjoining parcels will require the filing of a parcel map or tract map, as applicable);
2. No additional parcels will be created;
3. Resulting parcels will comply with Title 19 or an Administrative Variance can be reviewed concurrently;
4. Parcels must comply with applicable requirements (e.g. area, drainage control, environmental protection);
5. No new streets are created;
6. The average natural slope of the property is less than 20 percent.

The Zoning Administrator may refer your application to the City Planning Commission for review.

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APPLICATION PROCESSING

Refer to flow chart forms found in Article III of the Subdivision Code, Chapter 18.100.080 – Lot Line Adjustments and Consolidations.

PLANNING FEES

See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*). Fees vary for Conditional Use Permits related to housing and off sale of alcoholic beverages.

Additional fees may be required to be submitted PRIOR to scheduling a project for hearing which may include: Department of Fish and Game Filing Fees, County of Riverside Document Recording Fees, Airport Land Use Commission Review fees and Riverside County Local Agency Formation Commission (LAFCO). Check with Planning Division for current fees.

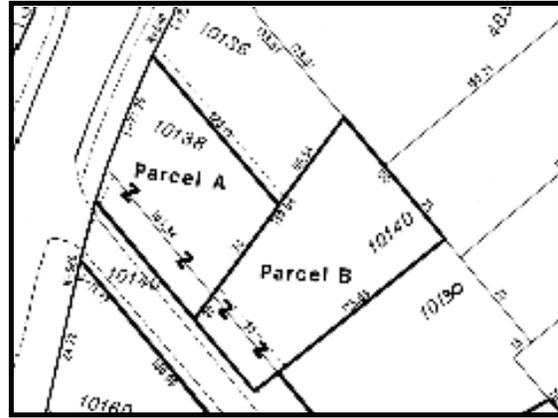
REQUIRED ITEMS FOR FILING

Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, and the Planning Commission are not familiar with the property and need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

Drawing Assembly: Staple prints in sets along the left margin, plot plan on top and elevations below. Fold to approximately 8 ½" x 14." (We cannot accept drawings or materials that cannot be folded down to approximately 8 ½" by 14").

- One (1) digital copy all Plans and Submittal items below on a CD or DVD**
- One (1) copy of the completed General Application Form**
- One (1) copy of the most recent Grant Deed**
A complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company.)
- One (1) copy of Variance Justification Form** for each variance being requested.
- One (1) copy of a detailed description of your proposal**
- Three (3) Full Sized and Five (5) 11' x 17' reduction copies of the Plot Plan**
Indicate the following:
 - a. A north arrow and scale (preferable scales are 1" = 10 feet or ¼" = 1 foot, or another appropriate scale);
 - b. Resulting lots must show dimensions, and square footage;

c. Delineation of all proposed property lines as they will exist when the Lot Line Adjustment or Consolidation is completed by heavy solid lines; the property lines to be eliminated by dashed lines with appropriate property "Z-hooks" to show land consolidations (see illustration);



Example of how to draw parcel lines

- d. Delineation of all existing improvements, including (but not limited to):
1. Buildings
 2. Accessory structures
 3. Swimming pools
 4. Easements
 5. Public streets;
- e. Contour lines with intervals no greater than five (5) feet on any undeveloped parcels;
- f. Vicinity map
- g. Existing non-residential buildings or structures (this will require a Building Code analysis) which include:
1. Size of building including total square, footage of all stories,
 2. Type of construction,
 3. Any rated walls and wall openings located closer than 20 feet to the property line;
- h. Walls, fences, walkways and off-street parking areas or garages, and their measurements from all property lines. Proposed construction shall be distinguished from existing improvements.
- i. Dimensioned setbacks.
- j. Widths to centerline of existing streets, highways, alleys and other public right-of-way. Please check with the Public Works Department to determine if additional right-of-way will be required for your project.
- k. Easement locations (if any).
- l. Names, addresses and phone numbers of architect or designer, engineer, applicant and legal owner.
- m. Any other drawings, photographs or information that may be requested or that the applicant may wish to submit in support of this case.

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- n. Identification of all blue line streams and/or major arroyos, including precise definition of the 100-year flood zone and setback should be included on the plans, if applicable. *Note: Should the site include a blue line stream or involve any other issue that requires State agency review, State law requires a 30-day review period for the Initial Study and may require that the case be heard at a later hearing date to accommodate the review.*
- o. Grading information as described under the grading section of this handout and in the "Environmental Review of Grading Plans" handout, if applicable.

Three (3) copies of the grading plan when grading is required

Environmental Review of Grading will be required if your project involves grading and any of the following:

- a. The property to be graded has an average natural slope of 10% or greater; and/or
- b. The property is in the RC - Residential Conservation Zone; and/or
- c. The property is located within or adjacent to the Mockingbird Canyon, Woodcrest, Prenda, Alessandro, Tequesquite, or Springbrook Arroyo, a blueline stream identified on USGS maps or other significant arroyo; and/or
- d. The property is located in an identified floodway.

One (1) copy of a Traffic Lane and Striping Plan for adjacent streets approved by the Public Works Department. Contact the Public Works – Traffic Engineering Division for more information.

Additional Materials

The Planning Division may, during the course of its initial review of the application, determine that additional technical studies are required, such as biological, traffic, noise, parking, cultural or archeological resources, etc. The Planning Division may require the submittal of supplemental materials as necessary.

WHEN APPLICABLE THE FOLLOWING ITEMS WILL ALSO BE REQUIRED:

- FAA Part 77 Review must be completed before an application is submitted to the Planning Division or Riverside County Airport Land Use Commission (RCALUC). A Copy of the FAA's findings is required, along with all other necessary documentation. If the FAA Review is not included at the time of submittal, the application is deemed incomplete and cannot be processed. For more information, please refer to the "Federal Aviation Regulations (FAR) Part 77 Review" handout.
- With the exception of Rezoning, General Plan Amendments, Specific Plan

Amendments, and Heliports/Helistops which require RCALUC review, all projects within an airport influence area will be reviewed by the Planning Division for compliance with the Riverside County Airport Land Use Compatibility Plan. For more information, please refer to the "Riverside County Airport Land Use Compatibility Plan Project Review" handout.

- If your project is located within 1,000 feet of a military installation (March Air Reserve Base), beneath a low-level flight path, or within special use airspace (as defined in Section 21098 of the Public Resource Code), a Military Notification Process is required. For more information, please refer to the "Military Notification Process for Local Planning Proposals and Development Permit Applications" handout.
- An Air Quality Study for an industrial project is required when the proposed project has the potential to exceed established thresholds as noted by URBEMIS and EMFAC computer models provided by the South Coast Air Quality Management District (SCAQMD). If these models indicate the project will exceed thresholds due to existing or proposed site conditions, intensity of development, location of nearest sensitive receptor, or any other exceptional circumstance warranting the need for additional review the preparation of an air quality study will be required.
- A Health Risk Assessment is required at the time of submittal when the truck traffic areas of an industrial project are located within 1,000 feet of sensitive receptors, in accordance with SCAQMD guidelines and/or practices. Sensitive receptors are considered:
 - Residential Communities
 - Schools
 - Parks
 - Playgrounds
 - Day Care Centers
 - Nursing Homes
 - Hospitals
 - And other public places where residents are most likely to spend time.
- Soils testing shall be conducted by a qualified soils engineer for all project sites known to contain hazardous materials, for sites where known hazardous materials contamination may have existed, or for sites where hazardous materials may inadvertently be discovered during the construction of projects. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate if remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan, should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the

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project.

- Soils testing shall be conducted by a qualified soils engineer for all project sites where the last known use was agriculture or an agriculture-related activity (including where weed abatement has occurred) as the onsite soils might contain pesticides, herbicides, agricultural chemical, organic waste, or other related residues. The soils report shall be submitted to the City for the evaluation of hazardous chemical levels, and if necessary, the report shall indicate remediation is needed to achieve less than significant levels of hazardous chemicals in the soil. Proper investigation, and remedial actions if necessary, including a work plan, should be conducted under the oversight of, and with the approval of, a government agency prior to the construction of the project.

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