

**COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION**  
12700 NORWALK BOULEVARD  
NORWALK, CA 90651-1030  
(562) 929-5744 Voice      (562) 929-5584 Fax

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## **LOT LINE ADJUSTMENT AND LOT MERGER SUBMITTAL REQUIREMENTS**

### **1) INTRODUCTION**

In order to provide the Community Development Department and the Planning Commission with an accurate and detailed description of your proposed project, the information listed below will be required upon submittal of your Lot Line Adjustment or Lot Merger application. Since all projects are unique, additional information may be deemed necessary depending on the project's location, size, complexity and surrounding environment. If you have questions regarding the applicability of any of these submittal requirements or if additional information will be required for your particular project, contact the Planning Division at (562) 929-5744 for clarification.

### **2) REQUIRED SUBMITTAL INFORMATION**

- A.** A completed and signed *General Planning Application*.
- B.** The *Lot Line Adjustment/Lot Merger Application Fee* (See Fee Schedule).
- C.** A completed and signed *Discretionary Planning Project Categorization Checklist*.
- D.** A completed and signed *Party Disclosure Form*.
- E.** Provide two (2) copies of the *Title Report* for the subject property/properties that are a part of this Lot Line Adjustment/Lot Merger.
- F.** A completed *Project Narrative Questionnaire* signed by the project developer/sponsor (see attached form).
- G.** A detailed *Site Plan* of the project that illustrates the following information:
  - 1) The property owner's/project sponsor's name address and phone number on each plan sheet.
  - 2) The project address on your plans.
  - 3) The scale that your plans were drawn. Please note, no plans may be drawn in a scale less than 1/8"=1'-0."
  - 4) Provide a north arrow on your plans.
  - 5) A legal description of all existing and proposed parcels.
  - 6) Identify all existing and proposed property lines and lot dimensions.

- 7) Specify the existing and proposed square footage of each lot involved in this Lot Line Adjustment or Lot Merger.
- 8) Identify all existing and proposed on-site buildings and accessory structures. Specify their setbacks from the existing and proposed property lines.
- 9) Identify all existing on-site features such as walls, trees (over three inches (3") in diameter), landscape planters, parking spaces, sidewalks, etc.
- 10) Illustrate all proposed street dedications and public improvements (if any).
- 11) Show all proposed and/or existing vehicular curb cuts (driveway aprons) to the property from the adjacent public right-of-way(s). Also, illustrate any/all vehicular driveway aprons that will be removed and/or relocated (if applicable).
- 12) Specify the location and dimensions of all existing or proposed on-site easements. Label each easement as existing or proposed and indicate to whom each easement belongs.
- 13) Identify the existing/proposed topography of the property, including all existing and proposed drainage patterns.

**H. Special Requirements or Studies** (if known prior to the initial project submittal):

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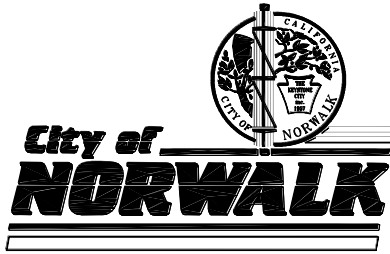
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**LOT LINE ADJUSTMENT AND LOT MERGER NARRATIVE QUESTIONNAIRE**

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*Please complete the entire application with detailed responses. Please include additional sheets, if necessary. All answers must be typed or neatly printed.*

**1. Discuss the reason(s) for the proposed Lot Line Adjustment or Lot Merger:**

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**2. Please fill in the following information:**

<b>Lot No.</b>	<b>Existing Lot Area</b>	<b>Proposed Lot Area</b>	<b>Existing Lot Width</b>	<b>Proposed Lot Width</b>	<b>Existing Lot Depth</b>	<b>Proposed Lot Depth</b>

**3. Surrounding Zoning Designations:**

Subject Property-

Zone: \_\_\_\_\_

Land Use: \_\_\_\_\_

To the North-

Zone: \_\_\_\_\_

Land Use: \_\_\_\_\_

To the South-

Zone: \_\_\_\_\_

Land Use: \_\_\_\_\_

To the East-

Zone: \_\_\_\_\_

Land Use: \_\_\_\_\_

To the West-

Zone: \_\_\_\_\_

Land Use: \_\_\_\_\_

**CERTIFICATION**

**I certify the forgoing responses are true and correct to the best of my knowledge and belief.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**