



**CITY OF FILLMORE**  
CENTRAL PARK PLAZA  
250 Central Avenue  
Fillmore, CA 93015-1907  
805) 524-3701 • FAX (805) 524-7058

Application No. \_\_\_\_\_

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

A Lot Line Adjustment (LLA) occurs when a boundary line adjustment between two or more adjacent legal lots under the same or different ownership, wherein land taken from one lot is added to an adjacent lot, and where a greater number of lots than originally existed is not created. An LLA is limited to four lots.

A Lot Merger (LM) occurs when one new lot from two or more contiguous, previously existing legal lots, under the same ownership, by eliminating all common lot lines which separate the lots from each other.

Note: LLAs and LMs associated with development projects will be subject to the approval of the highest review authority for the project. (Fillmore Municipal Code § 6.04.5005.) LLA and LM applications should be submitted at the same time as applications for other permits associated with the project.

### **CRITERIA:**

- LLAs and LMs are not valid until such time as the forms and exhibits are approved and signed by the Community Development Director and recorded in the Ventura County Recorder's Office in conformance with the requirements of the Fillmore Municipal Code. In addition, all deeds granting the merged/adjusted lots to the respective owners must also be recorded with the Ventura County Recorder's Office.
- For LLAs and LMs to be processed ministerially, they must involve only legal lots (per the Subdivision Map Act) provided that the adjustment or merger is consistent with the Fillmore Municipal Code, and that either: (1) all of the resulting lot(s) will conform to all applicable zoning and subdivision requirements (e.g., area, width, frontage and yard requirements), (2) will not change land use or density, or (3) no conforming lot will be made nonconforming with applicable zoning requirements and the adjustment or merger will not reduce the aggregate area of all affected lots which do not meet the minimum area requirements of their zoning designations.
- LLAs must meet all the requirements detailed in Section 66412(d) of the Subdivision Map Act and Section 6.08.071 of the Fillmore Municipal Code, and must be consistent with the City's General Plan.
- LLAs must not result in the need for additional improvements or facilities, or require dedication or public improvements.

- Legal nonconforming lots may be merged, provided that the resulting parcel complies with the minimum lot area, width, and frontage for the zone in which it is located, and all existing structures and parking spaces comply with the City General Plan and any applicable specific plan.
- It shall be a condition of granting any application for a lot merger that the owner dedicate or offer to dedicate streets, easements and other interests as may be necessary for public purposes, if necessary.
- In order to be eligible for a ministerial review process, the application must meet the requirements of Section 66451.11 of the Subdivision Map Act, which relates to substandard lots. If your request does not meet these requirements, you may need to meet the requirements for filing a tentative map.

**APPLICATION CHECKLIST:**

| Document/Item   | Provided |
|---|----------|
| 1. Application form (applicable sections)               |          |
| 2. Assessor Parcel Map                                  |          |
| 3. Title Report   |          |
| 4. Site Plan  |          |
| 5.a. Exhibit A – Legal Description                      |          |
| 5.b. Exhibit B – Plat                                   |          |
| 6. Owner’s statement                                    |          |
| 7. Signed and Notarized statement of ownership          |          |
| 8. Application Fees (check payable to City of Fillmore) |          |

**DESCRIPTION OF APPLICATION DOCUMENTS REQUIRED:**

1. **Application Form** - must be completed, including project address, signature and daytime phone numbers of the applicant, property owner(s) of the project site must be included on the application. The applicant and property owner certifications must also be provided. A separate application must be completed for each permit. If the property is in escrow, the current owner must sign the application.
2. **Assessor’s Parcel Map (3 copies)** – Must be provided with the project property clearly outlined. Assessor’s parcel maps are available at the Ventura County Assessor’s Office, 800 South Victoria Avenue, Ventura, CA 93009.
3. **Title Report (3 Copies)** – Must be prepared within the past 6 months for all parcels. If the project processing time is more than six months until approval of the lot merger or lot line adjustment a new title report may be required.
4. **Site Plan** – Provide a Site Plan that meets the requirements listed in the general Planning Application.
5. **Exhibits (3 copies)** – LLA and LM legal description (Exhibit A) and map (Exhibit B). These Exhibits must be prepared and signed by a Land Surveyor or Civil Engineer authorized to practice surveying and stamped and must contain his/her seal of both Exhibits.:
  - a. EXHIBIT “A” is a legal description of the proposed LLA or LM.
  - b. EXHIBIT “B” is an Exhibit plat showing the LLA or LM boundaries and relationship to adjoining properties. The map must be drawn in black ink (8 ½” x 11”) by a land surveyor or civil engineer authorized to practice surveying. The plat must be clear and readable and contain the following information:
    - (1) Map scale and north arrow
    - (2) Location of the lots to be merged/lots to be adjusted in relation to existing streets and the distance to the nearest cross street (must be detailed to allow someone not familiar with the area to locate the specific lots).

(3) The existing and proposed lot(s). Show distances and bearings for all new boundary lines/lot lines

(4) The existing lot numbers and the net square footage of each existing lot and the proposed net square footage of the new lot(s). Net area equals the gross square footage minus any easements that restrict the surface use of the property such as vehicular or pedestrian easements. Show existing and proposed lot areas in a table.

(5) All existing dedications and easements.

(6) Statement of civil engineer or land surveyor that "I, \_\_\_\_\_, hereby state that this plat was prepared under my direction and that the mathematical data shown herein is correct." Provide license number next to signature block

- 6. Owner's Statement** – A statement from the owner/applicant stating specific reason(s) for the lot merger or lot line adjustment request.
- 7. Signed and Notarized** – A statement by the owner(s) that "he/she/they is/are the fee title owners of record of all the real property described herein and that I/we consent to the lot merger/lot line adjustment (pick the appropriate application) thereof." Identify type of ownership (examples: a California corporation, a limited partnership, an individual, etc.).
- 8. Application Fees** – Fees are listed in the Planning Permit Fee Schedule. Please contact the Planning Division to verify the amount of the fees required.