



County Administration South
601 North Ross Street
Santa Ana, CA 92701

P.O. Box 4048
Santa Ana, CA 92702

(714) 667-8800

info@ocpw.ocgov.com

OCPublicWorks.com



Administrative
Services



OC Development
Services



OC Facilities Design
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This checklist is for Lot Line Adjustments within the Ranch Plan Planned Community under a Reimbursement Agreement (RA). The application package will be electronically reviewed and must be submitted through the Land Management System (LMS) at <https://myoceservices.ocgov.com>.

LAND DEVELOPMENT – LOT LINE ADJUSTMENT SUBMITTAL CHECKLIST

Application

- 1) The application must identify all related permits and/or approvals, including concurrent applications and permits. The application must also be accompanied by a designated Financially Responsible Party (FRP) and an active trust account. The FRP must match the owner or entity of the trust account indicated on the application.

(Note: The Lot Line Adjustment Application must be prepared by a person authorized to practice land surveying pursuant to Sections 8700 through 8805 of the Business and Professions Code of the State of California.)

The review period begins once the required fee is paid, and the application is deemed complete. The applicant will be notified about the status when the review begins.

- 2) Authorization Forms:

1. Agent Authorization Letter
2. Concurrent Processing Letter (if applicable)

- 3) Lot Line Adjustment Materials:

1. Letter of Request
 - o Address to the Deputy Director, OC Development Services.
 - o Provide reasons for the Lot Line Adjustment.
 - o Indicate the zoning of the properties involved.
 - o Indicate the building site areas of the existing parcels.
 - o Indicate the building site areas of the resulting parcels.
 - o Indicate existing setbacks and proposed setbacks for buildings, if any.
2. Exhibit "A" - Legal Descriptions

Include the names of the current record owners, assessor parcel numbers, and legal descriptions of the proposed parcels/lots, bearing the signatures of the licensed land surveyor or registered civil engineer who prepared the legal description and his/her stamp or seal with the expiration dates of the license or registration.
3. Exhibit "B" Lot Line Adjustment Map
 - o Must be on an 8-1/2"x11" Form.
 - o Indicate Map scale and north arrow.
 - o Indicate the location of the project site in relation to existing streets and distance to the nearest cross street.
 - o Show existing and proposed parcels/lots.
 - o Show bearings and distances for all parcels/lot lines.



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- New lot lines must be three times heavier than the next heaviest line on the map.
- Use solid lines for existing lot lines and dashed lines for lines to be adjusted.
- Number each new parcel/lot with building site area as defined by OC Zoning Code. Areas must be indicated in Net and Buildable if encumbered by an easement (Use square footage for sites less than one acre).
- Bear the signatures of the licensed land surveyor or registered civil engineer who prepared the legal description and his/her stamp or seal with the expiration dates of the license or registration.

4. Exhibit "C" Site Plan

- Show the location and width of all existing or proposed easements or rights-of-way, whether public or private, for roads, drainage, scenic preservation, resources preservation, open space, sewers, and flood control purposes. Label the easements as existing or proposed and indicate to who the easement is granted.
- Show dimension distances from any above- and underground structures to the proposed property lines. If none, place a note stating that no structures exist on the property(ies).
- Show all walls, fences, building and other hardscape improvements within five feet of all adjoining properties and be dimensioned to the nearest 0.10' from existing property lines. Buildings will be shown and dimensioned to the nearest 0.10' from the proposed property lines. If there are no structures along the adjoining properties, or within the parcels proposed for adjustment, add a note stating that fact.
- Bear the signatures of the licensed land surveyor or registered civil engineer who prepared the legal description and his/her stamp or seal with the expiration dates of the license or registration.
- Place the Site Plan on an 18"x26" map if a Record of Survey is prepared.

5. Ownership Guarantee from Title Company

6. Completed Grant Deeds

7. Completed Preliminary Change of ownership Report

4) **Deposits and Fees:**

An initial deposit is required for filing a Lot Line Adjustment. The deposit needs to be processed through myOC eServices <https://myoceservices.ocgov.com>. Please refer to the County's latest Fee Schedule for the amount.



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5) **Quality for Forms and Exhibits**

All forms and maps must be completed with black ink, and the details on all exhibits must be clearly legible.

6) **Eligibility for filing for a Lot Line Adjustment**

- All parcels/lots involved are legal parcels/lots.
- Any land taken from one parcel/lot will be added to an adjacent parcel/lot.
- The project will not result in additional parcels/lots.
- The project will comply with the General Plan, CEQA, and the County's Zoning and Building Codes.
- The project will not result in the need of additional improvements and/or facilities.

LAND DEVELOPMENT PROCESSING

- Upon submitting the application via the LMS portal (MyOC eServices), a Lot Line Adjustment (LLA) number will be automatically assigned. Both Land Development and OC Survey will receive a notification regarding the submittal of the application.
- Land Development staff will review the project to determine whether the application can be processed administratively or whether the application needs to be referred to the Subdivision Committee.
- If the application is to be processed administratively, upon completion of the review, the application will be forwarded to the County Surveyor for further reviews.
- If the application must be approved by the Subdivision Committee, the following procedure is followed:
 - The project is scheduled for Subdivision Committee action.
 - A Public Notice is sent to all record owners within 300 feet of the boundary of the site.
 - The Subdivision Committee will take an action to approve or disapprove the application.
 - In approving the project, the Subdivision committee may impose conditions or exactions as part of the approval for the Lot Line Adjustment to conform to zoning and/or building ordinances, and/or to facilitate the relocation of existing utilities, infrastructure, and/or easements.
 - In the event the approval of the Lot Line Adjustment was subject to a condition or conditions, each condition shall be satisfied in a manner meeting the approval of the Manager, Land Development, prior to the recordation of the deeds and the Lot Line Adjustment.
 - After Subdivision Committee approval, the assigned Planner will forward the original application to the County Surveyor for further processing and final action. An application processing deposit is required by the County Surveyor.
- If the application is disapproved, the applicant may appeal the project to the Planning Commission. The time in which to appeal is ten (10) calendar days from the date of the Subdivision Committee's decision.



April 16, 2025



ADDITIONAL INFORMATION

- The County Surveyor conducts a separate review to assure the document is technically correct and in an acceptable format for recordation.
- The County Surveyor takes the final approval action on the application and signs and affixes his/her seal on the application.
- Execution of the Lot Line Adjustment:
 - If the parcels involved are owned by different individuals or entities, these owners shall prepare deeds to convey the appropriate portions of the adjusted parcels to each other. Consent to the Lot Line Adjustment by a party or entity holding a beneficial interest in the property shall be reflected in a modification of the deed of the trust including, as appropriate, any partial reconveyance necessary to effect the intent of the Lot Line Adjustment. The modification and, if required, partial reconveyance shall be executed in the manner of the conveyance of real property and recorded concurrently with the deeds required by this section. The County Surveyor will review the deeds and, upon his/her approval, submit both deeds and the approved Lot Line Adjustment to the county Recorder for recordation.
 - If all the parcels involved are owned by a single individual or entity, the owner shall prepare deeds to convey the newly adjusted parcels to said owner or entity. The legal descriptions shown on these deeds shall be consistent with the parcel shown on the approved Lot Line Adjustment. Consent to the Lot Line Adjustment by a party or entity holding a beneficial interest in the property shall be reflected in a modification of the Deed of the Trust including, as appropriate, any partial reconveyance necessary to effect the intent of the Lot Line Adjustment. The modification and, if required, partial conveyance shall be executed in the manner of the conveyance of real property and recorded concurrently with the deeds required by this section. The County Surveyor will review the deeds and, upon his/her approval, submit both deeds and the approved Lot Line Adjustment to the county Recorder for recordation.
 - In most cases the County Surveyor will require either a Record of Survey or Corner Records which reflect the new parcel lines, and deed references. The Record of Survey shall be filed no later than 90 days from the recording of the deeds or after final monuments are set. All map processing fees must be paid prior to recording of the deeds, and filing of the Record of Survey.

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