



## Lot Line Adjustment Filing Requirements

1. A Lot Line Adjustment, as defined in [LBMC Section 20.36.150](#), is the adjustment of the boundary between four (4) or fewer adjacent legal lots where the land taken from one (1) lot is added to an adjacent lot, and where a greater number of lots than originally existed is not thereby created.
2. Multiple lot line adjustments submitted sequentially or concurrently, when five or more parcels exist, circumventing the Subdivision Map Act will not be allowed. A subdivision map will be required in these instances.
3. Lot line adjustments between four or fewer adjacent legal lots is a streamlined map process that can be used for a variety of purposes, including:
  - Meeting, or more closely meeting, the minimum lot size and area requirements of the zone where the property is located.
  - Complying with required building setbacks.
  - Eliminating an existing encroachment.
  - Addressing compliance with the Building Code.
  - Better conformance with site features and topography.
4. The procedures for a lot line adjustment shall apply to the adjustment of property boundaries between four (4) or fewer existing legal adjoining lots recorded with the County Recorder's office in conformance with the Subdivision Map Act where land taken from one (1) lot is added to an adjacent lot and where a greater number of lots than originally recorded is not thereby created. A record of survey may be required pursuant to California Business and Professions Code section 8762.
5. A Lot line adjustments between four or fewer adjacent legal lots is a streamlined map process at the discretion of the Community Development Department Planning Bureau.
6. The following information shall be filed with the completed Planning Permit Application and Lot Line Adjustment:
  - A lot line adjustment shall be prepared by a qualified California civil engineer or a California licensed surveyor in accordance with these regulations. Civil engineers with licenses prior to January 1, 1982 (with a license number before 33966) are authorized to practice all land surveying and engineering surveying.
  - Site plan or map legibly drawn to a scale of sufficient size to show full detail, including the following information:

- North arrow, scale, legend, adjacent streets, dimensions, and field established boundaries of the lots or parcels included in the application before and after adjustment. The monuments relied upon for the establishment of the boundaries shall be shown on the site plan.
  - Distinct line type indicating the property line(s) to be adjusted and keyed to a legend.
  - Location of existing and proposed buildings and distance(s) between these buildings and proposed property lines, as well as the outline of all structures outside the adjustment area within 10 feet of the boundary lines. The existing structures must show accurate ties, displayed/labeled to one hundredth of a foot, to the existing and proposed boundary lines. The site plan shall be consistent with the current California Building Code Section 107.2.5 stating a site plan shall have an accurate boundary.
  - The lot areas of existing parcels, as well as the lot areas of proposed parcels as adjusted.
  - Name and address of qualified California civil engineer or a California licensed surveyor who prepared the map and the applicable license or registration number.
  - Topographic information with reference to the source of the information.
  - The locations, widths, and purposes of all existing and proposed easements for utilities, drainage and other public purposes, shown by dashed lines, within and adjacent to the subdivision; all existing and proposed utilities including size of gas and water lines and the size and grade of sewer lines, location of manholes, valve lids, fire hydrants, street trees, and streetlights.
  - The new boundary lines must be monumented and a record of survey filed with the County of Los Angeles. A preliminary record of survey shall be submitted to the Designated City Surveyor.
7. One copy of a preliminary title report providing the legal description of the properties included in the application dated not more than three (3) months prior to submittal of the application.
  8. Signatures of all record owners included in the application.
  9. The applicant shall submit an application to the Community Development Department Planning Bureau. Typical information and exhibits that accompany an application are listed above. The Director of Community Development may require additional information or documentation based on the unique circumstances at the site to process the lot line adjustment.
  10. For more information on processing, please see [LBMC Chapter 20.20](#).

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at [longbeach.gov/lbcd](http://longbeach.gov/lbcd) and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.