



CITY OF DANA POINT

PUBLIC WORKS – ENGINEERING SERVICES

33282 Golden Lantern, Suite 212
Dana Point, Ca 92629
949.248.3554
(www.danapoint.org)

Lot Line Adjustment Requirements and Submittal Checklist

**No. Of
COPIES**

The following actions are **required upon or prior to the 1st submittal** for all Lot Line Adjustment Applications. Public Works Staff will work with applicants to assist as needed in preparing documents for a complete submittal. **No Partial Submittals will be accepted.**

Release from Planning Department prior to 1st submittal

Approval is indicated by completion of Planning review section on the Lot Line Adjustment application.

1 EA

Completed and Signed Lot Line Adjustment Application

See attached application. Fill in "NA" for all sections not applicable.

3 EA

Lot Line Adjustment submittal package including Exhibit "A", Exhibit "B" and Site Plan

- Must be completed, signed, and notarized by record owners, and wet-stamped by a licensed Civil Engineer or Land Surveyor, where applicable.

2 EA

Letter addressed to the city of Dana Point including:

- Reason for requesting Lot Line Adjustment
- Existing zoning on the property.
- Required building site area per zoning
- Proposed building site area on each parcel.

1 EA

Preliminary Title Report for all the parcels involved

Prepared within the last 6 months, showing proof of ownership. Provide any additional information associated to the document i.e. deeds, quit claims, traverse calculations, easements, etc. (per Dana Point Municipal Code §9.61.040)

3 EA

Site Plan prepared by registered Land Surveyor including:

- Property lines and bearings
- **Existing contour-elevations, topography of parcel and its surroundings
- Easements (location, dimension, width, purpose and the name of the holder)
- **Location and dimensions of existing overhead and underground improvements and utilities on proposed parcels involved and its dimension from proposed LLA.

** These items only required as needed to clearly show proposed development on the newly formed parcel**

Letter from parties with a beneficiary interest in the property

- Stating they have knowledge of, and consent to the proposed adjustment.

Fees

Plan Check fees are on a time and materials basis. Total due upon 1st submittal is \$216.00 + \$54.00 per existing parcel + \$98.00 administrative fee.

For Information Only

- Engineering requires 10 business days (maximum) to check your application documents. The applicant will be notified if corrections are required to documents submitted or if permit is ready for issue.



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Required By APPLICANT PRIOR TO 1st Submittal
Planning Department Submittal Authorization
Planner of the Day
Conditions <input type="checkbox"/> No <input type="checkbox"/> Yes
Resolution Number

LLA _ _ - _ _ _ _

Permit Record Number

DP _ _ - _ _ _ _

Parent Project Number

Submittal Date

LOT LINE ADJUSTMENT APPLICATION

Existing Address(s): _____

Parcel #1 APN: _ _ - _ _ - _ _	Parcel #2 APN: _ _ - _ _ - _ _	Parcel #3 APN: _ _ - _ _ - _ _	Parcel #4 APN: _ _ - _ _ - _ _
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Property Owner's / Business Name: _____

Address:	City:	State:	Zip:
Email:		Phone:	

Applicant: _____ Type: _____

Address:	City:	State:	Zip:
License Class / Number:		Phone:	

Engineer: _____ Type: _____

Address:	City:	State:	Zip:
License Class / Number:		Phone:	

DESCRIPTION OF PROJECT

Are there conditions of approval assigned for this project? **RESOLUTION #** _____ Yes No

I hereby acknowledge that I have read the application and state that the information I have provided is correct and agree to comply with all City Ordinances, State Regulations, and the provisions and conditions of any permit issued pursuant to this application.

Print Name: _____ Owner Contractor _____
Company Name

Signature : _____ Date Signed : _____

November 18, 2009

City of Dana Point
Public Works – Engineering Services
33282 Golden Lantern, Suite 212
Dana Point, Ca 92629

Re: LLA 10-0001 Lot Line Adjustment between Parcel 1

Parcel 2

To whom it may concern:

In accordance with the “Lot Line Adjustment Requirements and Submittal Checklist”, we are writing to address the four areas of interest stated in the same, and are as follows:

a.) Reason for requesting Lot Line Adjustment:

The Lot Line Adjustment is requested for the purpose of conforming to the set back requirements due to the newly designed house abutting the existing lot line.

b.) Existing zoning on the property:

The Zoning on parcel 2 is and the zoning on parcel 1 is P/A and the only parcel in the area so zoned. It is surrounded by RSF.

c.) Required building site area per zoning:

-Parcel 1 must be at least 10000SF, 60 feet wide, 100 feet deep, 35% maximum lot coverage, 10 feet side yard set back, and 20 feet rear yard set back

-Parcel 2 must be at least 5000SF, 50 feet wide, 75 feet deep, 60% maximum lot coverage, 5 feet side yard set back, and 25 feet rear yard set back

d.) Proposed building site area on each parcel

-Parcel 1 will be 74490.688 SF, 232.96 feet wide, 200.14 feet deep, 15.75% lot coverage, 10 feet side yard set back, and 25 feet rear yard set back.

-Parcel 2 will be approximately 10,714.825 SF, 51 feet wide, 211.37 feet deep, 24.2% lot coverage, 6 feet side yard set back, and 107.5 feet rear yard set back

Sincerely,

(Add)
& built