

## City of La Quinta Public Works Department – Lot Line Adjustment Checklist

### I. SUBMITTAL REQUIREMENTS

- Legal Description of Property and Survey Plat (signed by Land Surveyor or Civil Engineer allowed to practice surveying)
- Preliminary Title Report (Current)
- Grant Deeds
- Approved Historical Land Actions - Include all Land Action Documents and a Reference Map
- Site Plan (property lines and structure footprint only) (for submittal application)
- Traverse Sheets (with area calculations)
- Vehicular access to Parcel or Recorded Access Agreement (as applicable)
- LLA requires Grading Plans to be revised (submit revised Grading Plans to Public Works following LLA application)

### II. PROPERTY RIGHTS

- Public utilities, drainage, infrastructure, easements not adversely affected
- 4 or fewer existing Lots to be adjusted.
- Property has been subdivided by Map.

### III. LEGAL DESCRIPTION & PLAT

- Comply with Section 8762 of the Land Surveyors Act
- Scale and North Arrow
- Label Adjacent Streets with CL dimension
- Existing and Proposed Lot Layout
- Basis for Bearing
- Show all Bearings and Distances for all Lot lines
- Heavy solid line for proposed Lot lines
- Light solid line for existing Lot lines
- Building Lots numbered
- Non Building Lots are lettered
- Gross Area of Lot/s provided
- Underlying & Adjacent parcels in ghost lettering
  1. Existing easements identified (Public & Private) and type of easement
  2. In Favor of \_\_\_\_\_
  3. Purpose
  4. Recorded Instrument No
  5. Date Recorded
- Type of Plat (recorded data or performed survey) - Call out legend using ( ) to show previously recorded information

### IV. SITE PLAN

- Area of each Lot shown
- Addresses of each property shown
- Location of all proposed and existing structures shown
- Distance of front, side, & rear setbacks dimensioned
- Block walls and retaining walls located
- Proposed easements shown (check potential conflicts). This must be a separate recorded document.

**PROCESSING NOTE:** Applicant/Applicant's Representative or Title company picks up City Clerk approved land action document to record and prepare deeds. Once recorded, LLA and deed copy to Public Works and City Clerk for record keeping.