



# City of Industry Minor Lot Line Adjustment Application: Step-by-Step Guide

*Welcome to the City of Industry. We look forward to helping you make your business a success – and making sure your required paperwork goes smoothly.*

## **Step 1 → Contact the Planning Department**

Contact the Planning Department to discuss your proposal. The Planning Department will determine if your proposed project is permitted and which application is required. A copy of the zoning code can be found on the City of Industry website.

15625 Stafford Street  
City of Industry, CA 91744  
Phone: (626) 333-2211  
[www.cityofindustry.org](http://www.cityofindustry.org)  
[planning@cityofindustry.org](mailto:planning@cityofindustry.org)

Counter Hours: Monday through Thursday, excluding holidays  
8 am to 11:30 am and 1 pm to 4 pm

## **Step 2 → Obtain Minor Lot Line Adjustment Application**

- Download the application from website
- Request an application by email: [planning@cityofindustry.org](mailto:planning@cityofindustry.org)
- Request an application by phone: 626-333-2211
- Visit us at City Hall (address above)

## **Step 3 → Fill Out Minor Lot Line Adjustment Application**

Please make sure you have completed all sections of the application prior to moving on to next step. Incomplete applications will not be accepted.

## **Step 4 → Complete and Notarize Property Owner Consent and Affidavit**

## **Step 5 → Submit Completed Application to City Hall**

Submit the completed application along with all required plans to the Planning Department for approval. Your project will be assigned to a Planner who will be the main contact. Within 30 days, City determines that necessary information is provided and application can move forward. The Planning Department will schedule a preliminary meeting with the City Engineer to provide early feedback and direction.

## **Step 6 → City Council Hearing**

Your application will be scheduled for a City Council hearing. Council may approve your application “in concept” and the Planning Department will issue an approval letter with standard requirements and conditions of approval.

## **Step 7 → Technical Requirements**

After conceptual approval by the City Council, conditions/requirements of approval will likely necessitate the preparation of certain technical documentation prior to recordation of your lot line adjustment, such as a current title report, record of survey, or transfer of easements. You will work with the City Engineer to complete this final step to achieve the City Engineer’s final approval.



# City of Industry Minor Lot Line Adjustment Application

15625 East Stafford Street • City of Industry • CA • 91744

Phone: (626) 333-2211 • Fax: (626) 961-6795

[www.cityofindustry.org](http://www.cityofindustry.org)

Please type or print clearly

Applicant Name: \_\_\_\_\_

Project Location: \_\_\_\_\_  
*Street* *Zip*

Project Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street* *City* *Zip*

Legal description of property proposed for land division: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Engineer or Land Surveyor:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street* *City* *Zip*

**Property Owner:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street* *City* *Zip*

Number of Lots Involved: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Minor Lot Line No.:

Submittal Date:



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PROPERTY OWNER
CONSENT AFFIDAVIT FOR
MINOR LOT LINE ADJUSTMENT
APPLICATION

\*\*THIS FORM MUST BE NOTARIZED\*\*

BUSINESS DESCRIPTION \_\_\_\_\_

BUSINESS LOCATION \_\_\_\_\_

STATE OF CALIFORNIA )
COUNTY OF LOS ANGELES) SS DATE:
CITY OF INDUSTRY )

I/We, \_\_\_\_\_, \_\_\_\_\_, the OWNER(s) of the
Real Property involved in this application, do hereby consent to the filing of this application. I/We
do hereby appoint the following person(s) as my agent(s) to act on my behalf on the foregoing
application:

OWNER'S AGENT: \_\_\_\_\_ Phone No. ( )
(e.g. Property Manager) (Printed Name of Agent)

Address of Owner's Agent: \_\_\_\_\_
(Number) (Street) (City) (State) (Zip)

OWNER: \_\_\_\_\_ (Signature) OWNER: \_\_\_\_\_ (Signature)

Address: \_\_\_\_\_ (Number) (Street) (City) (State) (Zip)
Address: \_\_\_\_\_ (Number) (Street) (City) (State) (Zip)

NOTE: A NOTARIZED OWNER'S AFFIDAVIT IS REQUIRED AS PARTY OF ALL APPLICATIONS. IF OWNERSHIP IS HELD
OTHER THAN BY AND INDIVIDUAL, PROOF, IN THE FORM OF A SPECIAL POWER OF ATTORNEY, AUTHORIZED
CORPORATE RESOLUTION, PARTNERSHIP AGREEMENT OR OTHER ACCEPTABLE DOCUMENT(S) SHALL BE
SUBMITTED TO THE CITY ALONG WITH THE NOTARIZED SIGNATURES OF THOSE OFFICERS AUTHORIZED TO
SIGN ON BEHALF OF THE CORPORATION OR PARTNERSHIP. PLEASE NOTE THAT OUR APPLICATION MAY NOT
BE DETERMINED TO BE COMPLTE UNLESS AND UNTIL OWNERSHIP CAN BE VERIFIED.

FOR NOTARY USE ONLY

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

Subscribed and sworn to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

by \_\_\_\_\_ (Printed Name of Owner As Signed Above), by \_\_\_\_\_ (Printed Name of Owner As Signed Above)

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

\_\_\_\_\_  
NOTARY PUBLIC SEAL

## Minor Lot Line Adjustment Submittal Requirements

Please submit the following with this application:

- Property Owner Affidavit and Consent Form
- Electronic version and three (3) sets – Fully dimensioned and labeled existing conditions site plan (At least one set must be 11 x 17). If existing structures are proposed to remain, the site plan must show how the buildings on the new parcel configurations will comply with the City's development standards (e.g. parking, landscaping, site coverage, etc...)
- Electronic version and three (3) Sets – 18 x 26 prints prepared in accordance with Chapter 2, Article 3 of the Subdivision Map Act showing the following:
  - North arrow and scale.
  - Boundaries, dimensions and area of all existing and proposed parcels.
  - Location, width, centerlines and names of all abutting public streets and access roads.
  - Location, size and purpose and recording information of all the public and private easements affecting the involved parcels.
  - Existing and future buildings and improvements.
  - Existing site topography (if available, 1 and 5 foot contours), existing above and underground utilities and direction of surface water flow, if applicable.
- Electronic version and 1 hard copy of graphic showing the existing lot configuration and proposed lot configuration. This graphic is for the City Council and should be simple and clear to communicate the proposal.
- Filing Fee: \$200.00 (check made payable to City of Industry)

The following items may be required after conceptual approval by City Council and prior to final approval by the City Engineer:

- Current Title Report (no more than 6 months old)
- Final Lot Line Adjustment document including:
  - Legal descriptions for all proposed parcels signed by a Licensed Land Surveyor or registered Civil Engineers authorized to practice Land Surveying.
  - 8.5"x11" Lot Line adjustment exhibit showing the existing and proposed parcels, property line dimensions and parcel areas. (The exterior property lines of all involved parcels shall be based on a record information – if sufficient data is available from record maps or conveyance instruments, or field survey reflected in a Record of Survey, filed prior to the Lot line adjustment approval?)
  - Mathematical closures for each proposed parcel.
  - As determined necessary by the City Engineer:
    - Boundary Survey
    - Corner certificate
- File a Record of Survey showing the set monuments at the corners of the adjusted property lines, if required pursuant to Section 8762 of California Business and Professions Code
- Proposed or vacated easements for utility or street purposes if required by the City Council.

**\*All plans submitted with this application will be kept on file with this office.**