



## PARCEL MAP EXEMPTION Lot Line Adjustment

### Related Code Sections

Los Angeles Municipal Code (LAMC) Section 17.50 B.3(c) authorizes applications for Parcel Map Exemptions (PMEX), commonly and hereafter referred to as Lot Line Adjustments, subject to specified conditions.

## Filing Instructions

### Department of City Planning (DCP) Application Form

- One original, wet-signed DCP Application Form ([CP-7771.1](#)). The DCP Application Form shall indicate the official street address of the property obtained from the Street Address Section of the Bureau of Engineering (BOE), located at 201 North Figueroa Street, 3rd Floor. Refer to the DCP Application Filing Instructions ([CP-7810](#)) for applicable requirements. If requesting any deviations from the required street dedication or improvements, or haul route approval, please disclose on the DCP Application Form.

As of June 8, 2022, the primary contact for the project is required to have an Angeleno Account and register with the Ethics Commission for Significant Project Entitlements, as defined in LAMC Section 49.7.47(A)(5). An email address and phone number shall be required on the DCP Application Form, and the email address provided shall match the email address used to create the Angeleno Account.

### Lot Line Adjustment Map

- Four 11" x 17" reduced size copies
- One reduced size copy must be stamped by the Los Angeles Department of Building and Safety (LADBS) - Grading Division, located at 221 North Figueroa Street, 12th Floor, Suite 1200.

A fee will be required by LADBS-Grading and a copy of the fee receipt must be submitted with the application.

See below for Technical Requirements.

### Legal Description

- Provide five copies of proposed legal descriptions on 8 1/2" x 11 paper reviewed and stamped by a licensed surveyor or by a civil engineer (provided the civil engineer was registered before

January 1, 1982 (License #33,965)). The applicant and surveyor are responsible for the correct legal descriptions of all parcels involved. The legal description shall include the following:

- Proposed legal descriptions must not expand beyond the boundaries of the existing parcels as established by the City Engineer, Land Records Section;
- Describe each parcel (1, 2, etc.) after the lot line is adjusted and the area(s) to be conveyed all on separate pages; and,
- Boundaries of site must coincide with existing legal description per Grant Deed or other appropriate documents. The legal description and map shall be verified by City Planning Staff.

### Records and Documents

- Provide one copy each of the following for the project site:
  - Grant Deed(s)**. Provide the latest Recorded Deed for each property involved. If a Grant Deed describes the subject site in metes and bounds, obtain the Grant Deeds, print outs and maps for *adjacent properties*. Grant Deed(s) are available from the Los Angeles County Registrar-Recorder/County Clerk, Real Estate Records Section, Room 2207, 12400 East Imperial Hwy, Norwalk.
  - Lot Cut** print outs
  - Land Records Map** (Cadastral Map)

Lot Cut print outs and Land Records Map (Cadastral Map) records are available in BOE Land Records Section at 201 North Figueroa Street, Room 1150 or [eng.landrecords@lacity.org](mailto:eng.landrecords@lacity.org).

### Building Permits and Certificates of Occupancy

- Provide one copy of building permits and certificate(s) of occupancy if the site is developed with existing structures. These documents may be obtained from LADBS at [www.ladbs.org](http://www.ladbs.org).

### Title Reports

- Provide one copy of a title report (no older than one year) for each property involved. If there is a Deed of Trust on any of the parcels one of the following is also required, a letter from the lender stating either:
  - Acknowledgement of the adjustment; or
  - The deed of trust legal descriptions will reflect the adjusted boundaries; or

- A revised deed of trust or reconveyance reflecting the new legal descriptions will be required for final approval.

### Vicinity Map

- Provide a map (e.g., Google Maps) depicting an area beyond the Radius Map showing the nearby street system, public facilities, and other significant physical features, with the project site highlighted.

### ZIMAS Parcel Profile Report

- Provide one copy of the ZIMAS Parcel Profile Report, selecting all contiguously owned properties, and one copy of ZIMAS aerial view.

### Electronic Copy of Application Materials

- Provide an electronic copy of the application materials on a USB flash drive. The following items must be saved as individual PDFs and labeled accordingly (e.g., "Project Plans.pdf", "Findings.pdf"). No individual file should exceed 70 MB in size.
  - DCP Application Form
  - Vicinity Map
  - ZIMAS Map highlighting all contiguously owned properties
  - One 11" x 17" reduced-size copy of the Lot Line Adjustment Map with LADBS-Grading Stamp
  - Additional application specific materials. This includes any form required as outlined in the Filing Instructions herein, as map distribution shall be fully electronic. Missing forms will cause delays in case processing.

## Technical Map Requirements

- Parcel Designations.** Each parcel shall be numbered 1, 2, etc.
- Scale.** Drawn to an Engineer's scale (1 inch = 40 feet; 1 inch = 60 feet, etc.) and rendered on 8 ½" x 11" paper; unusually large or irregular parcels may be submitted on paper not to exceed 11" x 17". Consult the LA County Recorder for up-to-date requirements and fees; documents which contain any pages not 8 ½" x 11" in size will incur additional recording fees.
- North Arrow.** North shall be shown and oriented towards the top of the map.
- Use.** If the parcel is Vacant, label it as such. If the parcel is developed show all building locations, identify their use, number of stories, parking spaces or structures and driveways. If

applicable, show accessory structures (e.g., pools, tennis courts, walkways), and show distances of all structures to the new parcel boundaries.

- Dimensions.** Dimensions shall be provided for the original and proposed boundaries of each parcel. Label the boundary lines to be adjusted as “Existing” and “Proposed”, with existing lines drawn in GREEN and proposed in RED.
- Streets.** Identify closest intersecting public streets, location, and width of all existing streets (public and private), alleys, driveways and easements abutting or traversing each parcel. If the map includes a private street, include a proposed street name on the application and the map.
- Summary Information.** The Lot Line Adjustment Map shall include the following information:
  - Area of each parcel in square feet before and after the adjustment
  - Zoning of each parcel
  - Property address of each parcel
  - Name, address, and telephone number of each parcel owner and that of the surveyor or engineer