

CITY OF MONTEBELLO

Community Development Department
Planning Division
1600 W. Beverly Boulevard
Montebello CA 90640
www.cityofmontebello.com

LOT LINE ADJUSTMENT APPLICATION

Line Adjustment application. A Lot Line Adjustment request is heard by the Planning Commission at a noticed public hearing. Any appeals of the decision will be heard by the City Council. A complete Lot Line Adjustment application submittal consists of the following materials
☐ Filing Fees – Please consult with a Planner to determine the required application fees.
■ Lot Line Adjustment Application – Completed Lot Line Adjustment application including full legal descriptions of the existing and proposed lot(s).
☐ Grant Deed(s) – Current Grant Deed(s) identifying all affected property owner(s).
☐ Hazardous Waste and Substances Statement
15 copies of:
 Master Land Use Application – Completed form (attached) that includes: a) Comprehensive description of the project and the specific entitlements (e.g. Variance, Conditional Use Permit, Site Plan Review, etc.) requested. b) Property owner signature. If application is not signed by property owner, written consent (signed) from the property owner is necessary authorizing the applicant to submit application.
☐ Environmental Information Form – Attached to Master Land Use application.
 □ Development Plans – folded copies of dimensioned and scaled plans that include: a) Project site address. b) Applicant, name, address, and phone number. c) North arrow, scale, and vicinity map. d) Lot survey prepared by a Licensed Engineer showing all existing and proposed lot lines. e) Site plan showing all property lines and distances to center line of streets/alleys. f) Table showing development calculations (e.g. lot coverage, floor area ratio, parking, etc.). g) Clearly labeled location of all existing and proposed structures. h) Detailed and complete floor plans with a breakdown of floor area calculations. i) Clearly labeled uses of all existing and proposed structures on adjacent properties. k) Setback dimensions of all existing and proposed structures. l) Location of all existing and proposed fences, walls, and other screening. m) Mature trees 4" or more in trunk diameter at breast height. n) All easements located within or adjacent to the project site. o) Demolition plan (if applicable).
Additional Items – Other items as determined by a Planner (e.g. topographic map, survey, lighting plan, drainage plan, landscape plan, sign inventory, parking inventory, grading, lease agreement etc.).
2 sets of:
■ Notification Materials – 2 packets of submittal items as outlined in the Public Notification Packet Instructions handout.
☐ Photos – 2 sets of photos showing general conditions of site including existing structures, walls, and landscaped/paved areas.

Please contact the Planning Division at (323) 887-1477 for any additional information related to the

This checklist should be reviewed with a Planner at the public counter and must be submitted with the Lot

submittal of any Planning applications.



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Project Address:	Case #
DESCRIPTION OF REQUEST: This Lot Line Adjustment is to:	
FINDINGS: The applicant must thoroughly respond to the direct proposed Lot Line Adjustment. Use additional sheer response. The City's Zoning Code and General Plan a available at www.cityofmontebello.com	ts if more space is necessary to complete your
Describe how the proposed Lot Line Adjustment consistent with the General Plan and with any appli	
Describe how the proposed Lot Line Adjustment, to the requirements of the Zoning Code and the Subd	
PARCEL INFORMATION: The applicant must thoroughly respond to the direct proposed project. Use additional sheets if more space PARCEL #1	
Existing Legal Description:	
Property Owner's Name:	
Property Owner's Signature:	1
Size Before Adjustment:	Date Property Acquired:
Size After Adjustment:	

PARCEL #2			
Existing Legal Description:			
Property Owner's Name:			
Property Owner's Signature:			
Size Before Adjustment:	Date Prope	Date Property Acquired:	
Size After Adjustment:			
PARCEL #3 (if applicable)			
Existing Legal Description:			
Property Owner's Name:			
Property Owner's Signature:			
Size Before Adjustment:	Date Prope	Date Property Acquired:	
Size After Adjustment:			
PARCEL #4 (if applicable)			
Existing Legal Description:			
Property Owner's Name:			
Property Owner's Signature:			
Size Before Adjustment:	Date Prope	Date Property Acquired:	

Size After Adjustment: