CITY OF COMMERCE
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

LOT LINE ADJUSTMENT

PROJECT NO. _____

APPLICATION FEE_____

All proposed lots shall meet the minimum zoning and building code requirements. Each lot shall be required to provide independent utility services.
NOTE: The Lot Line Adjustment application is also available at the following website address: ***http://www.ci.commerce.ca.us/newpages/planningformsapplications.asp***

DOCUMENTS REQUIRED IN ORDER TO PROCESS A GRANT DEED/EASEMENT DEED:

1. Complete application.

2. Provide a letter from the owner of the property acknowledging and consenting to the proposed lot line adjustment. This letter must be signed by the appropriate offices of the entity and notarized.

3. Provide the property grant deed(s) showing current ownership of all properties involved.

4. Provide title report(s), not older than (6) six months, showing current ownership of all properties involved.

5. Submit a legal description prepared and wet stamped by a Land Surveyor or Civil Engineer, registered in the state of California, for each existing parcel prior to the lot-line adjustment marked "Exhibit A". Each existing parcel shall be individually described and numbered.

6. Submit a drawing attached to the legal description, of each existing parcel with bearings and distances to scale and marked "Exhibit A". The drawing shall be prepared and wet stamped by a Land Surveyor or Civil Engineer, registered in the State of California. All parcels shall be shown on one drawing. Each page of the Exhibit shall be numbered 1 of ___, 2 of ___, etc. with the drawings being the last page.

7. Provide recorded documents referenced in legal description.

8. Provide Closure Calculations to support metes and bounds description.

9. Submit a legal description for each proposed parcel after the lot-line adjustment marked 'Exhibit B". Each new parcel shall be individually described and numbered.

10. Submit a drawing attached to the legal description of each purposed parcel with bearings and distances to scale and marked "Exhibit B". All parcels shall be show on one drawing. Each page of the Exhibit shall be numbered 1 of ___, 2 of ___, etc. with the drawings being the last page.

11. Submit a site plan of existing improvements and parking with the existing and proposed property lines plotted on the plan. This plan shall be to scale and fully dimensioned.

12. Submit development/Plot Plan showing all existing and/or proposed improvements on the property including the following:

    a. Site address, north arrow and scale (no less than 1" = 40')
    b. Overall dimensions of the entire property. Including total square footage of each use including, but not limited to, industrial, warehousing, and office uses.
    c. Location, by dimension, and proper labeling of all:
        i. Building structures (existing and proposed).
        ii. Provided automobile parking, truck parking, and truck loading spaces as well as their relative required maneuvering areas.
        iii. Required automobile parking, truck parking, and truck loading spaces and truck maneuvering areas.
        iv. Driveways, alley, and access ways, including driveway entrances (include driveway width) to and from public streets.
        v. Site drainage. Proposed drainage patterns and proposed changes in drainage.
        vi. Existing and proposed utility services.
        vii. Existing or proposed public or private easements.
        viii. Floor plans showing:
            1. The proposed location of all heavy machinery used in manufacturing (i.e. punch press, drop hammers, riveters, automatic screw machines, etc.) and any proposed mooring or foundations; and
            2. The areas proposed for storage, use, processing of explosive, toxic, infectious, or hazardous materials and the facilities proposed to protect them.

CITY OF COMMERCE
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LOT LINE ADJUSTMENT APPLICATION

Applicant's full name: _____

Signature: _____ **Date:** _____

Phone No: _____ **Fax No.:** _____

Surveyor's Name: _____ **Business Name:** _____

Phone No: _____ **Fax No:** _____

THIS REQUEST FORM SHALL BE ACCOMPANIED BY THE FOLLOWING:

- ✓ **Notarized letter of consent from each owner for the lot-line adjustment.**
- ✓ **Property grant deed for all properties involved.**
- ✓ **Title report, not older than (6) six months, for all properties involved.**
- ✓ **Legal description of each existing parcel with a drawing of the parcels before lot-line adjustment (Exhibit A)**
- ✓ **Recorded documents referenced in legal description.**
- ✓ **Closure calculations (for metes and bounds description).**
- ✓ **Legal description of each proposed parcel with a drawing of the parcels after the lot-line adjustment (Exhibit B).**
- ✓ **Site Plan**
- ✓ **Application fee: Commercial-** $750.00
  Residential- $500.00

Owner of Parcel: _____
Address of Owner: _____
Assessor Parcel Number (APN): _____
Address of Parcel: _____

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Address of Owner: _____
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FOR PLANNING DIVISION USE ONLY:

LLA No. _____ Date application received: _____

Received/accepted by: _ _____

Fee: _____ Receipt No. _____

Notes/Comments:_____

_____

_____

_____

CITY OF COMMERCE
COMMUNITY DEVELOPMENT DEPARTMENT

FEE SCHEDULE

(RESOLUTION NO. 09-4)
(EFFECTIVE 02-03-09)

General Plan Amendment	$1,000
Zone Change	$1,000
Zoning Ordinance Amendment	$1,000
Zoning Clearance Fee	$100
SUBDIVISIONS	
Parcel Map (4 or less lots)	$2,000
Tract Map (5 or more lots)	$2,000
Lot Line Adjustment	$750-Commercial
	$500-Residential
Lot Combination	$0
SITE PLAN REVIEW	
Non-residential	$750
Residential	$250
CONDITIONAL USE PERMIT	$1000
ABC and Temporary Trailer	$1000
CONDITIONAL USE PERMIT MODIFICATION	$1000
VARIANCE	
Non-residential	$1000
Residential	$500
Additional Variances	$100
MODIFICATION OF STANDARDS	
Non-residential	$250
Residential	$150
HOME OCCUPATION PERMIT	$100
SIGN PERMIT FEE	$25-Temporary Sign
	$50-Sign Permit
TEMPORARY USE PERMIT	$75
SPECIAL USE PERMIT	$75
TIME EXTENSIONS	$200
APPEALS OF PLANNING COMMISSION DECISION	
Non-residential	Cost of Application
Residential	Cost of Application
STREET OR ALLEY VACATION	$1000
RELOCATION OF STRUCTURE	$500
ENVIRONMENTAL REVIEW	
EIR Review	If Services Agreement is required, Consultant's Cost Plus 20%. If not,

CITY OF COMMERCE
COMMUNITY DEVELOPMENT DEPARTMENT

FEE SCHEDULE

	$750
Categorical Exemption	$250
Negative Declaration	If Services Agreement is required, Consultant's Cost Plus 20%. If not, $500
Mitigated Negative Declaration	If Services Agreement is required, Consultant's Cost Plus 20%. If not, $500
ZONING VERIFICATION LETTER	$100 (per parcel)
ZONING MAPS (Small)	$5
ZONING MAPS (Large)	$25

EFFECTIVE 02-03-09
NOTICE OF DETERMINATION (DFG-DEPARMENT OF FISH AND GAME)
(STATE MANDATE)

ENVIRONMENTAL IMPACT REPORT (prepared)	$850
(Document Handling Fee)	$25
Negative Declaration (prepared)	$1250
(Document Handling Fee)	$25