



**CITY OF MAYWOOD**  
Building and Planning Department  
4319 E. Slauson Avenue  
Maywood, CA 90270

## **LOT LINE ADJUSTMENTS CHECKLIST**

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This checklist should be reviewed with a Planner at the public counter and must be submitted with the Lot Line Adjustment application. Planning and Engineering staff will review the applications for compliance with the City's General Plan, Zoning and Subdivision Ordinances and make recommendations to the Building and Planning approve or disapprove the proposed project base on the information provided.

- \_\_\_\_\_ **Filing Fees** - Please consult with a Planner to determine the required application and processing fees.
  
- \_\_\_\_\_ **Lot Line Adjustments Application** - Completed Lot Line Adjustment application, including full legal descriptions of the existing and proposed lot(s)
  
- \_\_\_\_\_ **Proof of Ownership**

### **15 copies of:**

**Master Land Use Application** – Completed form (attached) that includes:

1. Comprehensive description of the project and the specific entitlements (e.g. Variance, Conditional Use Permit, Site Plan Review, etc.) requested.
2. 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.

\_\_\_\_\_ **Development Plans – folded** copies of dimensioned and scaled plans that include:

1. Project site address.
2. Applicant, name, address, and phone number.
3. North arrow, scale, and vicinity map.
4. Lot survey prepared by a Licensed Engineer or Surveyor showing all existing and proposed lot/parcel lines.
5. Site plan showing all property lines and distances to centerline of streets/alleys.
6. Table showing development calculations (e.g. lot coverage, floor area ratio, parking, etc.).
7. Clearly labeled location of all existing and proposed structures.
8. Clearly labeled uses of all existing and proposed structures.
9. Clearly labeled location and uses of all existing structures on adjacent properties.
10. Setback dimensions of all existing and proposed structures.

11. Location of all existing and proposed fences, walls, and other screening.
12. Size and location of all exterior mechanical equipment and method of screening.
13. All easements located within or adjacent to the project site.
14. Demolition plans (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:**

\_\_\_\_\_ Photos showing general conditions of site including existing structures, walls, and landscaped/paved areas.

**Lot Line Adjustment Procedures**

A Lot line Adjustment Application shall be submitted to the Building and Planning Department in accordance with the Maywood Zoning Ordinance and Subdivision Map Act.

Following submittal of the application, the City will determine whether the application is complete within 15 to 30 days. If the application is complete, processing begins and your proposal is sent to all affected agencies and City Departments for review and comment. Planning and Engineering staff shall review the Applications to insure compliance with the City's General Plan, Zoning and Subdivision Ordinances and with the California Subdivision Map Act. Once application is deemed complete and complies with all requirements and ordinances, Planning shall make pertinent recommendations to the Director of Building and Planning, who shall approve or disapprove the proposed Lot Line Adjustment Permit. Two weeks are allowed for this process.

Please contact the Building and Planning Department at (323) 562-5723 for any additional information related to the submittal of any Building and Planning applications.



# LOT LINE ADJUSTMENTS APPLICATION

Building and Planning Department

Date Submitted: \_\_\_\_\_ Application No. \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Project Location: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Parcel Number(s) \_\_\_\_\_ Present Zoning: \_\_\_\_\_

Present Use/Development: \_\_\_\_\_

Proposed Use/Development: \_\_\_\_\_

Adjacent Zoning      N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_

Adjacent Use        N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_

Architect/Engineer/Draftsman Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

The applicant must thoroughly respond to the directive below to make the required findings for the proposed Lot Line Adjustment. Use additional sheets if more space is necessary to complete your response. The City's Zoning Code and General Plan are available at City Hall.

Describe how the proposed Lot Line Adjustment, together with its design and improvement, is consistent with the General Plan and with any applicable specific plan.

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Describe how the proposed Lot Line Adjustment, together with its design and improvement, satisfies the requirements of the Zoning Code and the Subdivision Map Act.

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**PARCEL INFORMATION:**

The Applicant must thoroughly respond to the directives below to make the required finding for the proposed project. Use additional sheets if more space is necessary to complete your response.

**PARCEL #1**

Existing Legal Description:	
Property Owner's Name	
Property Owner's Signature:	
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 Property Acquired:
Size After Adjustment:	

**PARCEL #3 (If applicable)**

Existing Legal Description: _____ _____ _____ _____	
Property Owner's Name:	
Property Owner's Signature:	
Size Before Adjustment:	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 Property Acquired:
Size After Adjustment:	