



## **Lot Line Adjustment Checklist**

### **SECTION 1: Application Procedure and Filing Requirements**

#### **A. Submittal Requirements:**

The following items are required for 1st submittal and can be uploaded to your Build Fontana Account after you have created the MCN. If you don't have an account for Build Fontana, please create one by going to <https://aca-prod.accela.com/FONTANA/Default.aspx>:

- 1. **Notarized Property Owner Affidavit..**
- 2. **Filing Fee:** The appropriate fees will need to be submitted at time of application. Fee schedule attached.
- 3. **Submittal For Lot Line Adjustment:**
  - Plans should consist of the following**
    - Proposed adjustment shown as plot map
    - Existing and proposed structures and walls
    - All building setbacks from all property lines
    - Assessor's parcel numbers(s)
    - Plat map must have the signature and seal of the professional preparing plat map
  - Certificate of Compliance Form
  - A Notarized California All-Purpose Acknowledgment
  - Surveyor's Statement
  - Legal Description, Exhibit "A"
  - Deed Plat, Exhibit "B"

#### **B. Supporting Information:**

- A letter signed by all fee owners of the properties involved, agreeing to the proposed adjustment.
- A title report not older than 30 days from the time of submittal
- Copies of recorded Deeds of all properties involved
- Copies of letters from all secured lenders on non-objection to the lot line adjustment
- Reciprocal deeds drawn between all affected owners, transferring property in accordance with the approved lot line adjustment, if necessary.
- A letter explaining the reason for the request

Recording Requested by City of Fontana

When Recorded mail to:  
Department of Engineering  
City of Fontana  
8353 Sierra Ave.  
Fontana, CA 92335

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**CERTIFICATE OF COMPLIANCE  
FOR A LOT LINE ADJUSTMENT IN THE  
CITY OF FONTANA, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA**

Existing Property Legal Description

Lot Line to be adjusted affects (Lot/Parcel) described as follows:

Modified Legal Description

Owner's Certificate

\_\_\_\_\_  
Owner Signature  
Print Name:

\_\_\_\_\_  
Owner Signature  
Print Name:

\_\_\_\_\_  
Owner Signature  
Print Name:

\_\_\_\_\_  
Owner Signature  
Print Name:

Sheet \_\_\_\_\_ of \_\_\_\_\_  
LLA \_\_\_\_\_  
City Index No. \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of the document.

State of California )  
County of San Bernardino )

On \_\_\_\_\_ before me, \_\_\_\_\_ Notary Public,  
DATE NAME, TITLE OF OFFICER

Personally appeared \_\_\_\_\_,  
\_\_\_\_\_  
NAME(S) OR SIGNER(S)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s), acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.  
Witness my hand and official seal.

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

Sheet \_\_\_\_\_ of \_\_\_\_\_  
LLA \_\_\_\_\_  
City Index No. \_\_\_\_\_

SURVEYOR'S STATEMENT

I \_\_\_\_\_ hereby state that I prepared this Lot Line Adjustment and that it complies with the City of Fontana Code Section 26-212 and 26-215; and conformance to the City of Fontana Code Chapter 30 pertaining to zoning and lot set backs and that the Lot Line Adjustment will not create an encroachment into a building structure.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Surveyor's Name LS #

\_\_\_\_\_  
Signature and Stamp

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CITY ENGINEER'S STATEMENT

I hereby state that I have examined this Lot Line Adjustment and that the Lot Line Adjustment is in conformance with City Code.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gia Lam Kim, P.E.  
City Engineer  
City of Fontana

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LLA \_\_\_\_\_  
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Sheet \_\_\_\_\_ of \_\_\_\_\_  
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**EXHIBIT "A"**

Legal Description

Sheet \_\_\_\_\_ of \_\_\_\_\_  
LLA \_\_\_\_\_  
City Index No. \_\_\_\_\_

**EXHIBIT "B"**

DEED PLAT

Sheet \_\_\_\_\_ of \_\_\_\_\_  
LLA \_\_\_\_\_  
City Index No. \_\_\_\_\_