

Clifford G. Finley
Public Works Director

LOT LINE ADJUSTMENT PROCESSING STEPS (NO PUBLIC LAND INVOLVED)

Follow these steps for efficient processing of lot line adjustments:

1. The applicant applies to Planning Division for approval.
2. The Public Works Department (PWD) conditions the lot line adjustment.
3. Following the Community Development Director's approval, the applicant's civil engineer or land surveyor will submit the following for plan check to the PWD:
 - a. An owner's statement, lender's acknowledgment (if applicable) and engineer/surveyor's statement. (Un-signed)
 - b. A legal description, labeled Exhibit "A" of each new lot configuration on 8.5" x 11" sheets. (Each lot or parcel must be described so it can stand alone).
 - c. An 8.5" x 11" sketch, labeled Exhibit "B", which depicts the exact lot line adjustment. (Note; The sketch shall depict all existing and proposed boundary lines, streets, easements, and revised square footage of each lot).
 - d. Community Development Director's approval with exhibit.
 - e. Grant deeds conveying the portions of said lots/parcels to the adjacent owners. (Not required if same owner).
 - f. Copies of all deeds, maps, and documents used in the preparation of the lot line adjustment.
 - g. Copies of calculations showing boundary & lot closure.
 - h. Two copies of a recent Title Report for each lot.
 - i. See PW-03 of the City of Thousand Oaks User Fee Schedule.
4. The applicant's title company shall record at the Ventura County Recorder's Office the appropriate documents required under Section 66412 of the State Subdivision Map Act.