



PROCEDURES FOR FILING MINISTERIAL LOT LINE ADJUSTMENT AND VOLUNTARY MERGER APPLICATIONS

Please be advised that no application request shall be accepted if a violation of Chapter 1 (Non-Coastal and Coastal Zoning Ordinance) or Chapter 2 (Subdivision Ordinance) exists on the subject lot, unless the application request is to abate the violation.

Ministerial Lot Line Adjustment

A ministerial Lot Line Adjustment occurs when a boundary line adjustment between two or more adjacent legal lots under the same or different ownership, wherein land taken from one lot is added to an adjacent lot, and neither a greater nor lesser number of lots than originally existed is created. A LLA is limited to four lots.

Lot Line Adjustments must meet all the requirements detailed in Article 9, Section 8209-0 et seq. of the Ventura County Subdivision Ordinance and Section 66412 (d) of the Subdivision Map Act.

Voluntary Merger

The creation of one new lot out of two or more previously existing lots, all of which are under the same ownership, by eliminating the lot lines that separate such lots from each other, initiated by the property owner. (Ventura County Subdivision Ordinance (VCSO), Article 10, §8210)

a. Ministerial – Where all existing lots are legal lots, or a legal lot that was illegally subdivided thus creating two or more illegal lots that is proposed to be merged back into its original configuration as the legal lot existed prior to the illegal subdivision, pursuant to Article 10, Section 8210-3(a) of the VCSO and Section 66499.20.3 of the Subdivision Map Act.

b. Discretionary – Where one or more existing lots involved in the voluntary merger is an illegal lot, pursuant to Article 14, Section 8214-8 et seq. of the VCSO, Conditional Certificate of Compliance conditions may be applied.

STEPS TO FOLLOW WHEN APPLYING FOR A LOT LINE ADJUSTMENT OR VOLUNTARY MERGER

STEP 1 – PRE-SUBMITTAL MEETING

A pre-submittal meeting with staff of the Planning Division is the first step before filing an application. You may schedule the pre-submittal meeting using the online appointment scheduler at: <https://vcrma.org/make-a-counter-appointment>. This meeting is intended to familiarize you with the County application process for (1) reviewing and approving Lot Line Adjustment or Voluntary Merger applications; (2) identifying information required for filing an application, such as the required fees and submittal documents; (3) identifying County agencies who will review your application and may have additional submittal requirements; and, (4) discussing applicable County policies and ordinances relative to your request for a Lot Line Adjustment or Voluntary Merger. Please have the Tax Assessor's Parcel Number(s) (APN) and address(es) of each of

the subject parcels with you when you attend your scheduled pre-submittal meeting and reference the APN(s)/address(es) in all future correspondence regarding the subject application.

STEP 2 – BASIC FILING REQUIREMENTS FOR A LOT LINE ADJUSTMENT OR VOLUNTARY MERGER APPLICATION

- (1) All application materials and plans shall be provided in an electronic format to the Planning Division.
- (2) A completed Lot Line Adjustment or Voluntary Merger application form. The applications can be found at: <https://vcrma.org/subdivisions>.
- (3) A deposit of the required fees pursuant to the Board of Supervisors-adopted Fee Schedule to process the application and to record the deeds, sketch map, and other documents necessary to effectuate the Lot Line Adjustment or Voluntary Merger. Please refer to the Planning Division Fee Schedule at: <https://vcrma.org/planning-permit-fees>. (Article 9, Section 8209-1.1.a(1) (Lot Line Adjustments) or Article 10, Section 8210-1.1.a.(1)). Additional fees will be required by the Environmental Health Division (EHD) and the Public Works Agency. If applicable, these additional fees are detailed in the Public Works Agency Fee Schedule at: http://docs.vcrma.org/images/pdf/planning/fees/PWA_Fees.pdf and the EHD Fee Schedule at: https://docs.vcrma.org/images/pdf/eh/eh-fees/EHD_Land_Use_Fee_Schedule_YR_2020-21.pdf.
- (4) A Fee Reimbursement Agreement signed by the property owner (wet signature original plus one copy). The Reimbursement Agreement form can be found at: https://vcrma.org/docs/images/pdf/planning/permits/Reimbursement_Agreement.pdf.
- (5) Two copies of a scaled sketch map, prepared by a person authorized to practice land surveying, of the new boundaries of each of the lots as adjusted by the Lot Line Adjustment or Voluntary Merger. The sketch shall also include: (a) the boundaries of each of the existing lots at the time of application; and, (b) a north arrow and the bearings and distances for all the lot lines including distances between former and new lot lines. A record of survey may be voluntarily submitted as a substitute for a sketch.
- (6) Two copies of the new legal description, prepared by a person authorized to practice land surveying, of each of the lots as adjusted by the Lot Line Adjustment or Voluntary Merger.
- (7) Documentation establishing that the lots that are the subject of the Lot Line Adjustment or Voluntary Merger are legal lots. Or, in the case of a Voluntary Merger request to merge an illegally subdivided lot back into its original legal lot configuration prior to the illegal subdivision, show documentation of the legal lot status prior to its illegal subdivision. The applicant shall consult with the Ventura County Surveyor's Office prior to submitting a Voluntary Merger application that involves illegally created lots. The Ventura County Surveyor's Office can be reached by phone at: (805) 654-2018 or by email at: countysurveyor@ventura.org.
- (8) Two copies of an additional sketch or overlay drawing, prepared by the project surveyor, that depicts the location of any buildings or structures, including septic systems and their

related components and water wells, with a notation of setback distances from the resulting adjusted lot lines (if applicable).

- (9) One original and two copies of the Lender's Acknowledgment form (attached), signed and notarized by all lenders wherein the subject parcels are used as collateral for a loan, if financed.
- (10) Two copies of draft grant deeds proposed to effectuate the title transfer between the property owner(s) with a legal description for the portion being transferred.
- (11) Two copies of draft grant deeds proposed to effectuate the title transfer between the property owner(s) with a legal description for the new lot configurations.
- (12) Two copies of draft deed(s) of trust reflecting the adjusted property boundaries
- (13) One original and two copies of an Owner's Certificate signed (as shown in the title report Vesting) and notarized. Each property owner must sign and have his/her signature notarized for this certificate. The appropriate form of acknowledgement must be used for each owner (e.g., Individual, Partnership, Corporate, Attorney-in-Fact, Trustee). The name listed on the Owner's Certificate shall match the Vesting in the title report.
 - Individual – For use by individual property owners (up to four property owners may be listed on this form).
 - Partnership – For persons signing on behalf of a partnership that owns the property; verify partnership signatures with copy of agreement.
 - Corporate – For persons signing on behalf of a corporation that owns the property; and copy of articles of incorporation to verify signature.
 - Attorney-in-Fact – If someone is signing as attorney-in-fact for the owner verifying documents.
 - Trustee – If property is held in trust, all trustees are required to sign as trustees of that trust.
- (14) Two copies of a current preliminary title report (less than six months old) showing record title interests in the property, including all legal access easements for proposed off-site access roads or driveways and all other existing easements, covenants, and other encumbrances and interests in the affected lots at the time of the application. Note: An updated preliminary title report may be requested by Planning staff if the date of the original preliminary title report has exceeded the one-year time limit during processing of the application. Do not change ownership or lenders during the processing of this application, it may void processing and delay your project.
- (15) For Voluntary Merger applications, two copies of a draft certificate of merger shall be prepared by you or your representative. The requirements for the certificate of merger are located in Section 8210-5 of the VCSO.

(16) Two copies of the APN (Assessor's Parcel Number) map with current zoning and with the subject property outlined in red on each copy. This map is available online at the Ventura County Assessor's Office at: <https://assessor.countyofventura.org/research/mappage.asp>.

(17) Any other information required by the Planning Division and any of the required reviewing agencies.

STEP 3 – APPLICATION SUBMITTAL

Once you have completed all application forms and compiled all of the prerequisite materials, you may schedule an appointment to submit your application and pay the required filing fees. Please schedule the appointment using the online appointment scheduler at: <https://vcrma.org/make-a-counter-appointment>.

The required filing fees established by the Board of Supervisors must be submitted with all applications. The fees are intended to cover the average cost of processing a Lot Line Adjustment or Voluntary Merger application. Also, please keep in mind that the applicant will be responsible for the filing fees to record the documents once the Lot Line Adjustment or Voluntary Merger is approved. The recording fees will be paid directly to the Ventura County Recorder. General recording requirements and fees can be found at: <https://recorder.countyofventura.org/county-recorder/county-recorder/official-records/general-recording-requirements/>.

STEP 4 – APPLICATION REVIEW

Once your application has been submitted, applicable County agencies will review it and notify you or your representative in writing if additional materials are needed. Ministerial Lot Line Adjustments or Voluntary Mergers are not subject to the California Environmental Quality Act (CEQA) and do not require a public hearing unless they are being processed concurrently with a discretionary application (e.g., Conditional Use Permit or Planned Development Permit), or if they are within the Coastal Zone. Lot Line Adjustments or Voluntary Mergers that are processed concurrently with a discretionary application require a public hearing and are subject to CEQA.

STEP 5 – STANDARDS FOR APPROVAL OF A LOT LINE ADJUSTMENT OR VOLUNTARY MERGER

A proposed Lot Line Adjustment that complies with the standards for approval outlined in Article 9, Section 8209-3 (a) through (e) of the Ventura County Subdivision Ordinance shall be ministerially approved. A proposed Voluntary Merger that complies with the standards for approval outlined in Article 10, Section 8210-3 (a) through (j) of the Ventura County Subdivision Ordinance shall be ministerially approved. The ordinance sections can be found at: https://docs.vcrma.org/images/pdf/planning/ordinances/Subdiv_Ord.pdf.

STEP 6 – TITLE TRANSFER “MOST IMPORTANT”

Recordation of only the approval documents, new legal descriptions, and sketch map do not transfer title; they only grant County approval for a Lot Line Adjustment or Voluntary Merger.

In the case of Lot Line Adjustments, such transfers (recordation of grant deeds) shall take place at the same time the approval documents are recorded, by recording the new deeds. In the case of Voluntary Mergers, the recorded legal descriptions must be used when title is transferred. It

is the property owner's responsibility to record the appropriate documents to transfer title of properties. Transfer of title in the old lot configurations will constitute an illegal land division.

STEP 7 – TAX CONSEQUENCES

Please be advised that the Ventura County Assessor's Office may reassess either a portion or all of the property approved for a Lot Line Adjustment or Voluntary Merger. Additionally, all current taxes must be paid on the property prior to recordation of the approval documents. Proof of payment must be provided in the form of a signed certificate of tax status available from your Case Planner and completed by the Ventura County Tax Collector's Office. The completed form must be given to the Case Planner at the time of recordation.

STEP 8 – RECORDING COSTS

The recording costs are the responsibility of the property owner. The Ventura County Recorder's Office establishes the costs to record documents. If possible, all approval documents to be recorded should be no larger than 8¹/₂ x 11 inches. The Recorder will charge an additional per page fee if any one page exceeds 8¹/₂ x 11 inches. Please make an appointment with your Case Planner to record all the applicable documents.

It is important to record the following documents in the appropriate sequence as follows:

- (1) Lot Line Adjustment or Voluntary Merger;
- (2) Grant deeds for only the portions being transferred;
- (3) Grant deeds for the new lot configurations; and,
- (4) Trust deeds (if applicable).

General recording requirements and fees can be found at:

<https://recorder.countyofventura.org/county-recorder/county-recorder/official-records/general-recording-requirements/>.

SKETCH MAP REQUIREMENTS FOR LOT LINE ADJUSTMENT OR VOLUNTARY MERGER APPLICATIONS

Maps should be submitted on letter (8 ½" x 11") sized paper. Minimum size of lettering: .08" (use open style). (See sample sketch map.)

ITEMS TO BE SHOWN ON MAP:

- For existing lot lines proposed to be either moved or eliminated, show dashed, and label appropriately ("existing lot line," "lot line to be deleted," "Merger," "moved – LLA," etc.)
- For all other lot lines, show solid, and label appropriately (e.g., "proposed lot line") Gross and Net Area of each existing and proposed lot in square feet and acres.
- Existing and proposed easements (labeled as either "existing" – show deed reference or "proposed") Note: Recording a "proposed" easement on a Lot Line Adjustment or Voluntary Merger does not create that easement. An easement deed must be recorded separately.
- Bearings and distances for all lot lines
- Adjacent street widths and names
- North Arrow
- Bar scale (engineer's)
- ½-inch border line
- Signature, date of signature, and seal of Land Surveyor or Registered Civil Engineer authorized to practice land surveying

TITLE BLOCK:

- Proposed project number (e.g., "Lot Line Adjustment No. PLxx-xxxx")
- Name, address and telephone number of engineer or surveyor of record
- Project address (if applicable)

SKETCH MAP ILLUSTRATING STRUCTURES

In addition to the sketch map, please submit a separate sheet the same size as the sketch map, on transparent media, showing the outer boundary of the entire subject property (omitting interior lines that are to be changed), as well as all existing structures, including water wells and on-site sewage disposal facilities, accurately scaled as to size and location. The scale shall be the same as that of the sketch map. If the proposed parcel or parcels are vacant, indicate the location of an access road and building site for each vacant parcel.

SAMPLE LOT LINE ADJUSTMENT EXHIBIT "B"

SHEET 1 OF 1

LEGEND

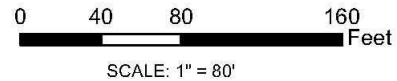
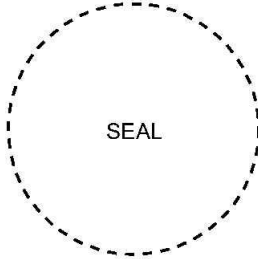
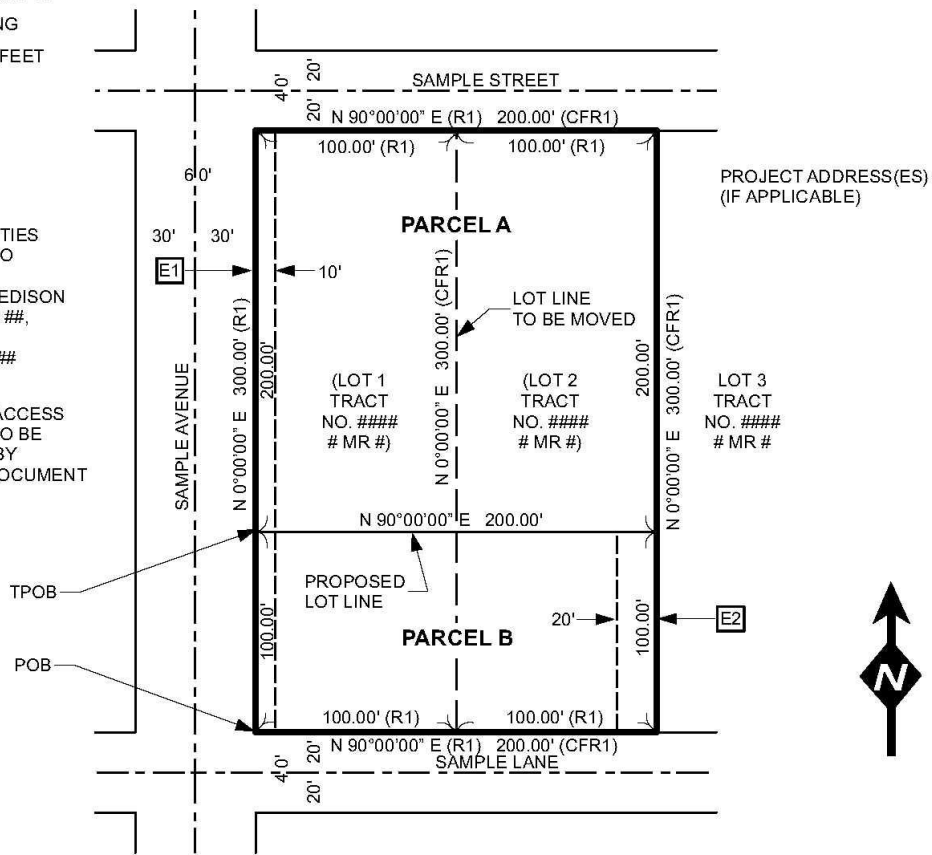
- LOT LINE ADJUSTMENT EXTERIOR BOUNDARY
- LOT LINE/PROPOSED LOT LINE
- LOT LINE TO BE MOVED
- EASEMENT LINE
- CENTERLINE
- CF CALCULATED FROM
- MR MISCELLANEOUS RECORDS
- OR OFFICIAL RECORDS
- POB POINT OF BEGINNING
- TPOB TRUE POINT OF BEGINNING
- SF SQUARE FEET
- R1 # MR #

AREA TABLE

EXISTING	GROSS (SF)	NET (SF)*
LOT 1	30,000	30,000
LOT 2	30,000	30,000
TOTAL	60,000	60,000
PROPOSED	GROSS (SF)	NET (SF)*
PARCEL A	40,000	40,000
PARCEL B	20,000	18,000
TOTAL	60,000	58,000

EASEMENTS

- E1** PUBLIC UTILITIES EASEMENT TO SOUTHERN CALIFORNIA EDISON PER ##### OR ##, RECORDED MONTH #, #####
- E2** PROPOSED ACCESS EASEMENT TO BE RECORDED BY SEPARATE DOCUMENT



NAME, PLS #/RCE # DATE

COMPANY NAME

ADDRESS

PHONE #

EXHIBIT "B"

LOT LINE ADJUSTMENT NO. PL ___ - ___

LOTS 1 AND 2 OF TRACT NO. ##### PER ## MR ##,
COUNTY OF VENTURA, STATE OF CALIFORNIA

PREPARED BY VENTURA COUNTY SURVEYOR'S OFFICE
DECEMBER 2, 2020

*LOTS LESS THAN 10 ACRES ARE REQUIRED TO SHOW NET AND GROSS AREAS