

LLA No. \_\_\_\_\_

Processing Fee: **\$315.00**



Date Filed: \_\_\_\_\_

Received By: \_\_\_\_\_

**CITY OF EL CENTRO  
COMMUNITY DEVELOPMENT DEPARTMENT  
APPLICATION FOR LOT LINE ADJUSTMENT**

Application is hereby made to the City of El Centro, County of Imperial, State of California, for a **Lot Line Adjustment** as set forth under Section 24-90, et. seq., of the Subdivision Ordinance, of Chapter 24 of the City Code of the City of El Centro, California, as amended.

**APPLICANT INFORMATION:**

Name (Last Name, First Name)	Email Address
Mailing Address (Address, City, State, Zip Code)	Telephone Number

**PROPERTY INFORMATION:**

**Parcel A**

Property Address ( General Location If No Address is Available)	
Assessor's Parcel Number	Parcel Size
Property Owner(s) As Shown On Title Report	

**Parcel B**

Property Address ( General Location If No Address is Available)	
Assessor's Parcel Number	Parcel Size
Property Owner(s) As Shown On Title Report	

*If more than two parcels, provide parcel information on a separate sheet and attached to this application*

**SURVEYOR/ENGINEER INFORMATION:**

Name (Last Name, First Name)	Email Address
Company Name	
Mailing Address (Address, City, State, Zip Code)	Telephone Number

**PROJECT SITE INFORMATION**

Purpose of Lot Line Adjustment	
Existing Use	Proposed Use

**REQUIRED ATTACHMENTS:**

<input type="checkbox"/> Signed application that is notarized	<input type="checkbox"/> Letter from trustee of deeds of trust (lien and mortgage holders) consenting to lot line adjustment
<input type="checkbox"/> Certificate of Compliance (COC) (3 copies) including: Exhibit A is the Legal Description (part of COC)* Exhibit B is the LLA Plat Map (part of COC)*	<input type="checkbox"/> Preliminary Title Report for each existing lot (not older than 30 days) (1 copy)
<input type="checkbox"/> Exhibit C – Site Map (3 copies)	<input type="checkbox"/> Grant Deeds for existing owners for each lot (1 copy)
<input type="checkbox"/> Grant Deed (draft) for portion of land being transferred (if different property owners)	<input type="checkbox"/> Traverse Calculation, for each lot. (1 copy)
<input type="checkbox"/> Grant Deed (draft) for each newly adjusted parcel (1 copy)	<input type="checkbox"/> Chain of Title/Lot Creation History. (1 copy)

\*Parcels shall be consistently referenced in all documents (e.g. *Parcel A* and *Parcel B*, *Parcel 1* and *Parcel 2*)

**APPLICANT'S DECLARATION:**

(We) (I), the undersigned, hereby declare under penalty of perjury that (we are) (I am) all parties having record title interest in the land covered by this application and described and shown on attachments submitted herewith, and do hereby consent to the preparation and recordation of a final certification for the Lot Line Adjustment shown.

**ALL SIGNATURES MUST BE NOTARIZED**

Assessor's Parcel Number
Name of Owner
Signature
Mailing Address (Street Address/P.O. Box)
Mailing Address (City, State, Zip)
Telephone

Assessor's Parcel Number
Name of Owner
Signature
Mailing Address (Street Address/P.O. Box)
Mailing Address (City, State, Zip)
Telephone

**NOTE:** All owners involved in the Lot Line Adjustment must sign this application and have it notarized. Lack of signatures can result in rejection of this application. A separate sheet may be attached for additional information and signatures.



## **APPLICATION PROCEDURE FOR LOT LINE ADJUSTMENT**

### **What is a Lot Line Adjustment?**

A Lot Line Adjustment is a process by which parcel lines separating two to four contiguous parcels is modified. This may result in the merger of parcels or the transfer of land among parcels. A lot line adjustment must meet the following requirements:

1. The number of lots/parcels in the project site does not exceed four and consist of legal lots or parcels per the Subdivision Map Act and is shown on the latest equalized county assessment roll as a contiguous unit.
2. Any land taken from one parcel will be added to an adjoining parcel and no additional parcels will result from the lot line adjustment.
3. The lot line adjustment complies with the requirements of the California Environmental Quality Act.
4. The proposed lot(s) is/are consistent with the General Plan, Specific Plan, and any other applicable plan.
5. The proposed parcels created by the lot line adjustment shall comply with all applicable zoning and subdivision requirements and there will be no change in the land use or density of the property.
6. The lot line adjustment in of itself will not result in the need for additional improvements and or facilities.
7. No dedication of public improvements are required.
8. There is sufficient boundary information of record that makes the existing boundary line of all parcels being adjusted readily retracable or established.

The following pages will provide a checklist, procedural explanation, and sample forms of the required material. Text formatted in red are notes and are not to be included in draft or final documents. Should you have any questions regarding the preparation of the documents or would like to be provided with editable versions of exhibits, please call the Planning Division at (760) 337-4545.

## TABLE OF CONTENTS

Lot Line Adjustment Procedure.....	3
Lot Line Adjustment Application Instructions.....	3
Certificate of Compliance .....	4
Site Map.....	5
Grant Deed Documents .....	5
Grant Deed for Adjusted Parcels	
Grant Deed for Transferred Portions of Land	
Reference Documents .....	7
Preliminary Title Report	
Deed(s) of Trust Letter	
Traverse Calculations	
Chain of Title/Lot Creation History	
Assessor’s Map	
Vesting Deeds and Reference Documents	
Record of Survey (ROS) .....	8
Recording Instructions .....	8
Sample Documents and Exhibits .....	9
ATTACHMENT A-Certificate of Compliance.....	9
ATTACHMENT B-Grant Deed for Adjusted Parcel.....	12
ATTACHMENT C-Grant Deed for Transferred Portion of Parcel.....	16
ATTACHMENT D-Owner’s Certificate and Certificate of Holders of Record Title Interest	20
ATTACHMENT E-Letter to Title Company with Recording Instruction .....	22

## **LOT LINE ADJUSTMENT PROCEDURE**

1. Applicants should meet with a member of the Planning Division to determine whether the proposed development complies with all applicable State and City requirements. The applicant should determine zoning, proposed uses, setback and minimum lot size requirements, vehicular access routes and lot coverage for the site.
2. Applicant shall prepare the applicable forms and exhibits required for submittal and attach all required items. Please note that an incomplete application will not be accepted. The legal owner(s) of the parcel(s) involved will be responsible for the accuracy of all information submitted in connection with this application.
3. Once a completed application has been filed and fees paid, the application, supporting documents, and exhibits are reviewed for technical accuracy. A copy of all documents will be distributed to the Community Development Department and the Engineering Division for their review and comments. All comments/corrections, if any, will be forwarded to the Engineer/Surveyor of Record. Final submittal of corrected and approved documents shall have applicable wet signatures and Notary certifications attached.
4. The applicant's title company shall arrange for the Certificate of Compliance and grant deeds to be recorded sequentially with the Imperial County Recorder's Office. Surveyor/Engineer preparing the map shall provide recording instructions. The Recorder's Office will not record any documents if property taxes are due.

## **LOT LINE ADJUSTMENT APPLICATION**

The application must be filled out completely. Please provide contact information for the engineer/surveyor preparing the map and documents, purpose of lot line adjustment and existing/ proposed land uses. The property owner's name(s) have to appear exactly as it is shown on the recorded deed. The record owner(s), including Trustee(s) of Trust(s), etc. of all parcels involved must sign the application form. All signatures must be executed before a Notary Public and have a California All-Purpose Acknowledgement. The application shall include all applicable attachments as determined by city staff listed on the second page of the application. Documents requiring a notarized signature, except for the application, do not have to be notarized at the time of the initial application submittal.

State law requires that lot line adjustments be prepared by a land surveyor licensed in the State of California or a civil engineer licensed prior to 1/1/1982. It is advised that property owners or applicants that are not familiar with the Subdivision Map Act, local subdivision ordinances, and land surveying practices obtain professional assistance in preparing and gathering documents for the application packet.

## **REQUIRED EXHIBITS AND DOCUMENTS**

### **Certificate of Compliance**

Certificate of Compliance (COC) shall be prepared in a standard form as set forth by the City (Refer to **Attachment A**). The owner's name(s) and title have to appear exactly as it is shown on the recorded deed. After the approval of the LLA and before recordation, the record owner(s), including Trustee(s) of Trust(s), etc. of all parcels involved must execute their signature before a Notary Public and attach California All-Purpose Acknowledgement form. The Certificate of Compliance will be signed by the Director of Community Development.

#### **Exhibit "A" – Legal Description (Part of the COC)**

Legal descriptions of all NEW ADJUSTED PARCEL(S) being certified shall be attached as Exhibit "A". The legal description must be signed and sealed by a licensed surveyor/engineer, licensed in the State of California. The legal description should be written clockwise and labeled new.

#### **Exhibit "B" – Plat Map (Part of COC)**

The map must be drawn in black ink on 8 ½" x 11" paper. The map must be clear and readable. The following minimum information must be provided on the map (additional information may be required on a case by case basis):

- Map scale, north arrow, line type legend, vicinity map, index map for large parcels.
- The location of the project site in relation to the existing streets, adjoining lots, alleys, water bodies and distance from the nearest cross street. Right-of-Way widths and street names.
- The existing and proposed lot layout. Labeling on each boundary line with the reference that established that line. Sufficient dimensions and record boundaries so as to define and establish the boundary of the subject property. Use heavy solid lines to depict proposed boundaries, light solid line for existing lot lines to remain, light dashed lines for existing lot lines to be removed and smaller dashed lines for easements.
- The adjusted parcel shall be lettered or numbered consecutively in a manner that there will be no confusion with the original lots or parcel numbers (show in a darker, bolder text).
- Existing lot numbers, referenced to the recorded documents that established the existing lots of the project site, adjoining lots and existing easements.
- Gross area before and after adjustment to the nearest one tenth of an acre. Show the net area when there are easements that restrict the surface use of the property, such as vehicular access easements (Net area is gross area minus easement area).
- Signature and seal of the surveyor and the date that plan was prepared.
- APN (Assessor's Parcel Number) for each lot.
- Lot Line Adjustment Number (LLA number assigned by the City), sheet number and title block with owner and engineer block filled out.
- The following statement shall be added if applicable:  
"Monuments will be set within 90 days along the adjusted lot corners, and a Record of Survey or Corner Record will be filled out if required by Section 8762 of Business and Professional Code. Gov't Code §66412(d); Ops. Cal. Atty. Gen. 231(1994)."

## Site Map

This map is for reference only and will not be recorded. The intent of the map is to show the existing condition of the site. Additional information may be necessary to verify compliance with City development requirements. This information should be submitted on a map labeled "Site Map" on a 8.5" x 11" sheet. If the site is very large, the site map may be submitted on a 24" x 36" sheet.

The map will include, but will not be limited to, the following:

- The location and width of all easements or right-of-ways (private or public). Indicated the parties having vested interest in the easement.
- The location and dimension of any above or underground structures or utilities (walls, retaining walls, buildings, garages, fences, drives, sewer laterals, water laterals, light polls, septic tanks, leach fields, pools, etc.). Dimension distance from existing structures to the nearest lot line. Show footprint of nearest building on the adjoining lots affected by lot line adjustment. If no structures on the lot, please label "Vacant".
- Existing contour/topography with no more than 10-foot intervals. The location of areas subject to flood or inundation by one-hundred year flood and floodways.
- Required set-back lines.
- A statement of the existing zoning and the proposed use of created lots.
- Location of existing access to the public right-of-way. Disclose or indicate any right-of-way access relinquishment.

## Grant Deed Documents

At minimum, one new grant deed shall be recorded for each adjusted parcel. This is to properly describe the new boundaries and ownership of the parcel and will replace the former grant deed documents. In instances where the lot line is modified between properties under different ownership, a grant deed shall be executed for portions of land that will be transferred to a new property. Please refer to the illustration on page 6 for reference.

## Grant Deed for Adjusted Parcels

Provide an individual grant deed for each adjusted lot. Use a standard grant deed format (refer to **Attachment B**). This deed will reflect the legal description for the new parcel boundaries. The name(s) of Grantor(s) and Grantee(s) will be the same. The parcels owned by the same person may be included in one grant deed. The following statement should be shown in the body of the grant deed:

"This grant deed is being recorded pursuant to California Government Code 66412 (d) and is intended to memorialize, the legal description for Parcel \_\_\_\_ pursuant to Lot Line Adjustment and Certificate of Compliance No. LLA\_\_-\_\_ approved by City of El Centro, and recorded on \_\_\_\_\_, As Document No \_\_\_\_\_ in the Office of the County Recorder of Imperial County, State of California"

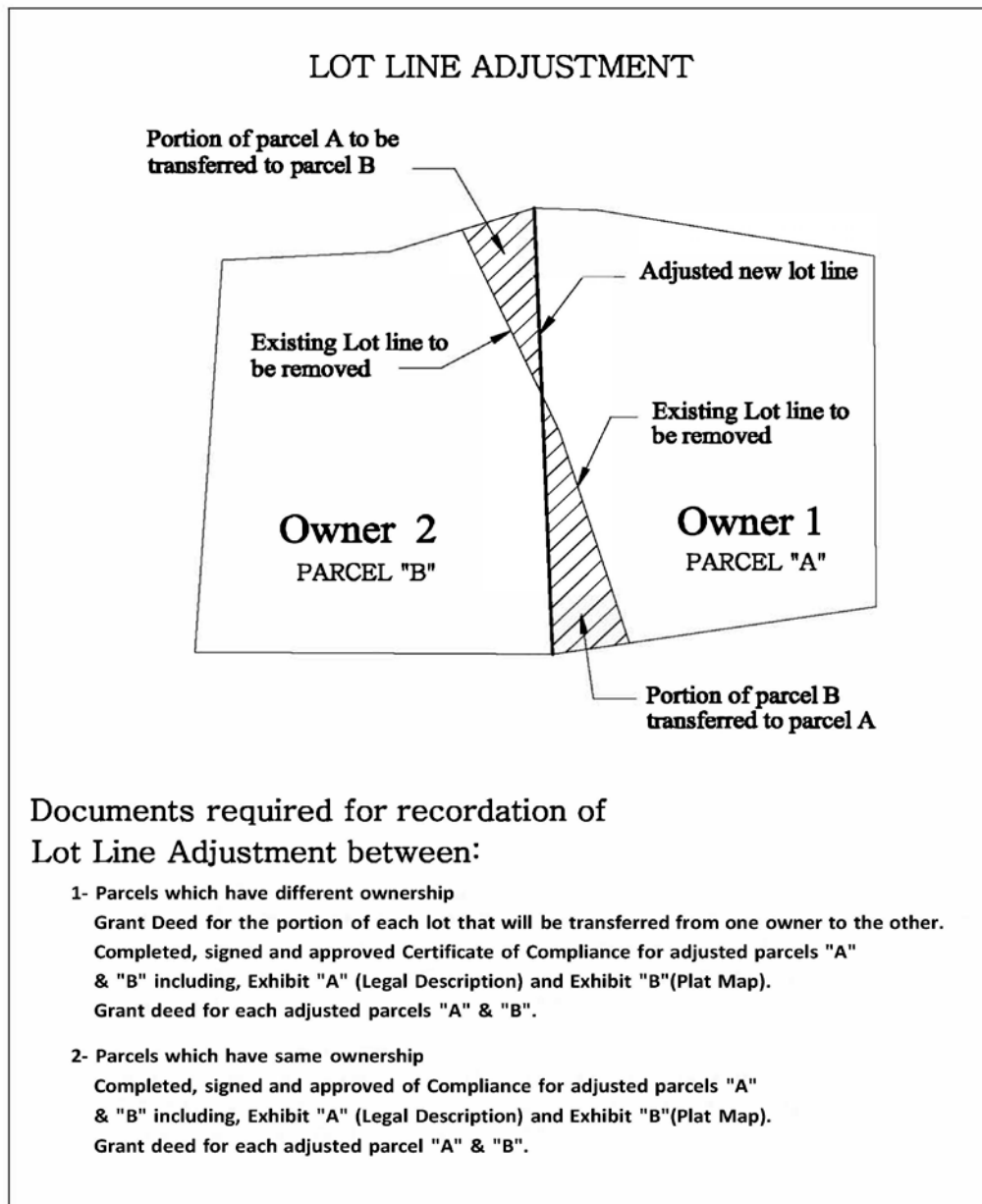
The legal descriptions for adjusted parcels attached as Exhibit "A" to this document should also contain reference to the Lot Line Adjustment and its recording information. The space for recoding information will be left blank until the time of recordation of Lot Line Adjustment/Certificate of Compliance. The following statement should be shown on the body of the legal description:

“Being Parcel \_\_\_ of that certain Lot Line Adjustment and Certificate of Compliance No. LLA \_\_ - \_\_\_ in the City of El Centro, recorded on \_\_\_\_\_, as Document No. \_\_\_\_\_, in the Office of County Recorder, Imperial County, State of California, more particularly described as follows;”

A plat map labeled as Exhibit “B” shall also be included. The plat map from the Certificate of Compliance may be used.

### **Grant Deed for Transferred Portions of Land**

Where the ownership is not the same for all parcels being adjusted, individual grant deed(s) shall be prepared and submitted for each part(s) of land that will be transferred between lots from one owner to another. Please refer to **Attachment C** for a sample deed. Deed(s) will be recorded concurrently with the certificate of compliance.





## **REFERENCE DOCUMENTS**

### **Preliminary Title Report**

A preliminary title report (not more than 30 days old) for all parcels must be submitted. An updated title report or letter from the title company stating no changes on the preliminary title report must also be submitted 30 days prior to recording the certificate of compliance.

### **Deed(s) of Trust Letter**

Written authorization must be provided by all parties that hold an interest (e.g. mortgage, loan, etc.) in a parcel that is being reconfigured. Provide a letter from the Trustees of Deed(s) affected by the Lot Line Adjustment. The letter shall state the following and **no alterations will be accepted:**

This is to certify that the undersigned will guarantee the adjustment of existing trust deed boundaries legal description to match the legal description of parcel boundaries as shown on the City of El Centro Lot Line Adjustment/Certificate of Compliance No. LLA \_\_\_\_ - \_\_\_\_

The Trust Deed(s) to be adjusted are referred to by the following data: [\(enter the name of Trust Deed and Recording Information\)](#)

\_\_\_\_\_  
Signature of Trustee

The Trustee must sign this statement before a Notary Public and attach California All-Purpose Certificate of Acknowledgement. Provide a signature authorization document. Refer to **Attachment D** for a sample document.

### **Traverse Calculations**

Provide Traverse calculations for all lots being certified.

### **Chain of Title/Lot Creation History**

You will need to provide chain of title and information as to how this lot was originally created and who owned it at the time of creation. Copy of vesting deed(s) must be submitted for each lot when it was first created and when the present owner acquired title for each parcel being adjusted in the Certificate of Compliance.

### **Assessor's Map**

A copy of county assessor's map.

### **Vesting Deeds and Reference Documents, Reference Maps**

A copy of each shall be submitted: map, easement, record of survey or any other document that will be necessary to establish boundary lines and review the re-tracing. Submit a working copy of the record of survey or corner record if applicable (See section 8762(d) of the Business and Professions Code). A copy of all vesting deeds must also be submitted.

## **Record of Survey (ROS)**

Submit a working copy of the record of survey or corner record per Sections 8762 and 8771 of the Business and Professions Code when applicable. Please check <http://www.leginfo.ca.gov> for more information.

## **Recording Instructions**

The applicant/surveyor/engineer of record shall provide the City with a letter containing recording instruction and name and contact information of the Title Company assigned for recordation of the above documents. Refer to ***Attachment E*** for sample letter.

The following information should be included:

- a. Name of the Title Company
- b. Title Officer name, address, and phone number
- c. Order Number
- d. Detailed step-by-step instructions on how to record the Lot Line Adjustment/Certificate of Compliance and all attached deeds.
- e. Instructions to the Title Company to provide the City with electronic copies of all recorded documents.

**All documents must be recorded concurrently in the following order:**

- Deed(s) for transferred portions of parcels (if separate owners)
- Certificate of Compliance with Exhibits "A" and "B"
- Deed(s) for the certified parcel(s)

**ATTACHMENT A**  
**Certificate of Compliance**

RECORDING REQUESTED BY

City of El Centro

AND WHEN RECORDED MAIL TO

City Clerk  
City of El Centro  
1275 Main Street  
El Centro, CA 92243

APN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

APN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**CERTIFICATE OF COMPLIANCE**

For

**LOT LINE ADJUSTMENT**

LOT LINE ADJUSTMENT: LLA \_\_\_\_ - \_\_\_\_

I/We the undersigned owner(s) of record of real property located in City of El Centro, County of Imperial, State of California, hereby request to adjust existing property lines and request a Certificate of Compliance for the adjusted following described parcels.

**EXISTING PARCELS:**

Parcel \_\_\_\_ APN \_\_\_\_\_

Parcel \_\_\_\_ APN \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Parcel \_\_\_\_ APN \_\_\_\_\_

Parcel \_\_\_\_ APN \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

**ALL PURPOSE NOTARY ACKNOWLEDGMENT REQUIRED FOR OWNER'S SIGNATURE**

**LOT LINE ADJUSTMENT NO: LLA \_\_\_ - \_\_\_**

**CERTIFICATE OF COMPLIANCE**

CONTINUATION

Deeds are recorded concurrently as Instrument No. \_\_\_\_\_ - \_\_\_\_\_ Official Records

Legal descriptions and Plat Map reflecting the parcels reconfigured by this Lot Line Adjustment are described as Parcel \_\_\_ and Parcel \_\_\_, attached hereto and by reference incorporated herein as Exhibit "A" and Exhibit "B"

**DETERMINATION OF COMPLIANCE**

I hereby certify that the above described parcel complies with the applicable provisions of the Subdivision Map Act and the City of El Centro Subdivision Ordinance or it has been exempt from said act and ordinance at the time of its creation.

This certificate relates only to issues of compliance or noncompliance with the Subdivision Map act and City of El Centro ordinances enacted pursuant thereto. The parcel(s) described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local ordinance enacted pursuant thereto. Development of the parcel may require issuance of a permit or permits, or other grant or grants of approval.

NOTE:

This determination DOES NOT GUARANTEE that the subject property meets current design and improvement standards for subdivided parcel. Prospective purchaser should check site conditions and applicable development codes to determine whether the property is suitable for their intended use.

CITY OF EL CENTRO  
Community Development Department

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Norma M. Villicaña, AICP  
Director of Community Development

**ATTACHMENT B**  
**Grant Deed for Adjusted Parcel**

RECORDING REQUESTED BY  
(Enter owners name here)  
AND WHEN RECORDED MAIL TO  
(Enter owners name and address here)

LEGAL DESCRIPTION AND PLAT  
MAP MUST BE ATTACHED AND  
RECORDED WITH THIS DOCUMENT

APN: \_\_\_ - \_\_\_ - \_\_\_

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY

**GRANT DEED  
FOR LOT LINE ADJUSTMENT**

**FOR A VALUABLE CONSIDERATION**, receipt of which hereby acknowledged,  
(Enter Owner's name exactly as shown on title report)

Hereby GRANT(S) to  
(Repeat the name Owner's name above )

The real property located in the City of El Centro, County of Imperial, State of California, described in Exhibit "A" and Exhibit "B" and both attached hereto and made a part there of.

This grant deed is being recorded pursuant to California Government Code 66412 (d) and is intended to memorialize, the legal description for Parcel \_\_\_ pursuant to Lot Line Adjustment and Certificate of Compliance

No. LLA \_\_-\_\_ approved by City of El Centro, and recorded on\_\_\_\_\_, As Document No. \_\_\_\_\_ in the Office of the County Recorder of Imperial County, State of California.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

**ATTACH ALL PURPOSE NOTARY ACKNOWLEDGMENT REQUIRED FOR OWNER'S SIGNATURE**

**EXHIBIT "A"**  
**Legal Descriptions**

Being Parcel "    " of that certain Lot Line Adjustment and Certificate of Compliance No. LAA-\_\_\_\_ in the City of El Centro, recorded on \_\_\_\_\_, as Document No. \_\_\_\_\_, in the Office of County Recorder, Imperial County, State of California, More particularly described as follows;

(Enter new legal description from recorded certificate of compliance for lot line adjustment listed above)

Containing an area of \_\_\_\_\_ acres more or less.

Being Parcel "    " of that certain Lot Line Adjustment and Certificate of Compliance No. LAA-\_\_\_\_ in the City of El Centro, recorded on \_\_\_\_\_, as Document No. \_\_\_\_\_, in the Office of County Recorder, Imperial County, State of California, More particularly described as follows;

(Enter new legal description from recorded certificate of compliance for lot line adjustment listed above)

Containing an area of \_\_\_\_\_ acres more or less.



**EXHIBIT "B"**  
**Plot Map**

(The plat map from the Certificate of Compliance may be used)

**ATTACHMENT C**  
**Grant Deed for Transferred Portion of**  
**Parcel**

RECORDING REQUESTED BY  
(Enter owners name here)  
AND WHEN RECORDED MAIL TO  
(Enter owners name and address here)

LEGAL DESCRIPTION AND PLAT  
MAP MUST BE ATTACHED AND  
RECORDED WITH THIS DOCUMENT

APN No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY

### GRANT DEED

**FOR A VALUABLE CONSIDERATION**, receipt of which is hereby acknowledged, (Grantor)  
(Enter Owner's name exactly as shown on title report)

Hereby GRANT(S) to (Grantee)  
(Enter Grantee's name)

The real property located in the City of El Centro, County of Imperial, State of California, described in Exhibit "A" and Exhibit "B" and both attached hereto and made a part there of.

This deed is recorded pursuant to California Government Code Section 66412 (d) and is not intended to create a separate parcel, but rather to be merged with the Grantee's contiguous property to create a single legal parcel within the meaning of California Civil Code Section 1093 all as a result of that certain Lot Line Adjustment and Certificate of Compliance No. LLA \_\_\_\_ - \_\_\_\_ approved by the City of El Centro, on \_\_\_\_\_.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

**ATTACH ALL PURPOSE NOTARY ACKNOWLEDGMENT REQUIRED FOR OWNER'S SIGNATURE**

**EXHIBIT "A"**

(Enter new legal description from recorded certificate of compliance for lot line adjustment listed above)

**EXHIBIT "B"**  
**Plot Map**

(The plat map from the Certificate of Compliance may be used)

**ATTACHMENT D**

**Owner's Certificate and Certificate of  
Holders of Record Title Interest**

**OWNER'S CERTIFICATE AND  
CERTIFICATE OF HOLDERS OF RECORD TITLE INTEREST**

The undersigned individual or representative covenant that 1) they are the owner or authorized agent of the individual, partnership, firm or corporation holding a record title interest in the real property, shown on instrument entitled \_\_\_\_\_, as filed in the Official Records of the County Recorder for the County of Imperial, State of California, as Instrument No. \_\_\_\_\_, 2) that the real property is proposed for an adjustment by LLA \_\_\_\_-\_\_\_\_, 3) We have knowledge of the consent to the filing of this LLA \_\_\_\_-\_\_\_\_ and, 4) The information submitted in connection with this Lot Line Adjustment is true and correct.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Printed of Owner or Agent

\_\_\_\_\_  
Printed of Owner or Agent

**ATTACHMENT E**  
**Letter to Title Company with**  
**Recording Instructions**



February 8, 2007

Title Company  
1405 N. San Fernando  
Burbank, CA 91504  
Tel: (818)593-1011  
Order# \_\_\_\_\_

**SAMPLE**

Attn: Title Officer

Subject: El Centro Marketplace Lot Line Adjustment

Please Pick up LLA \_\_\_-\_\_\_, associated and associated documents from City of El Centro, Engineering Division.

Please record in the following order:

- 1- Grant deed transferring the ownership of portion of adjusted Parcel "A" from Mr. Smith to Mrs. Jones.
- 2- Certificate of compliance.
- 3- Enter the recording data of the certificate of compliance in the blank spaces provided on pages one and two within the Grant deeds for newly adjusted Parcel "\_\_\_" and Parcel "\_\_\_" and then record.

Please e-mail complete digital copy of recorded documents to [dcaldwell@cityofelcentro.org](mailto:dcaldwell@cityofelcentro.org).

Regards,

John Smith L.S.

John Engineering/Surveying Co.  
1234 Some Street  
El Centro, CA 92231  
Tel:(760) 222-2222  
Fax:(760)222-2222