The Planning Division offers informational brochures on the following topics:

Accessory Dwelling Units
CEQA and Environmental Review
Conditional Use Permits and Minor Conditional Use Permits
Development Agreements
Development Plan Review
Drought Tolerant Landscape Standards
Fees and Charges
For Sale/For Lease Banners
General Plan Amendments
Lot Line Adjustments
Municipal Code Text Amendments
Outdoor Dining in Commercial Zones
Outdoor Displays of Merchandise in DTSP
Permit Streamlining Act
Planning Commission
Portable Signs
Property Information Inquiries
Public Notice Requirements
Residential Artificial Turf Standards
Residential Care Facilities
RV & Trailer Parking
Signs in the Historic Downtown Area
Site Plan Requirements
Specific Plans
Storage Structures in Residential Zones
Subdivisions
Temporary Signs and Banners
Temporary Use Permits
Trash Enclosure Standards
Tree Preservation
Window Replacement – Town Core
Window Signs
Zone Changes
Zoning Descriptions

**These brochures are generally intended to assist in the processing of application material. It does not necessarily provide every detail regarding Municipal Code regulations.*

SUBMITTAL REQUIREMENTS

For a comprehensive list of submittal requirements and application forms, please visit the Planning Division Applications and Forms webpage at https://cms8.revize.com/revize/cityofsandimasca/departments/community_development/planning_division/applications.php or scan the QR Code below.

To view additional brochures, scan the QR Code below.

Lot Line Adjustments

Community Development Department
Planning Division
City Hall, 245 East Bonita Avenue
San Dimas, California 91773
(909) 394-6250
planning@sandimasca.gov

Mon-Thurs 7:30 a.m. - 5:30 p.m.
Fridays 7:30 a.m. - 4:30 p.m.

www.sandimasca.gov

WHAT IS A LOT LINE ADJUSTMENT?

A lot line adjustment process provides a mechanism for adjacent property owners to transfer land from one parcel to another. The State Subdivision Map Act and City's Subdivision Ordinance allow lot line adjustments provided that the end result is the same or a fewer number of lots, and that all resulting lots conform to the requirements of the City's Subdivision and Zoning Ordinance.

Lot line adjustments may be approved if the lot line adjustment does not:

a. Create any new lots (increase the number of lots);

b. Include any lots or parcels created illegally;

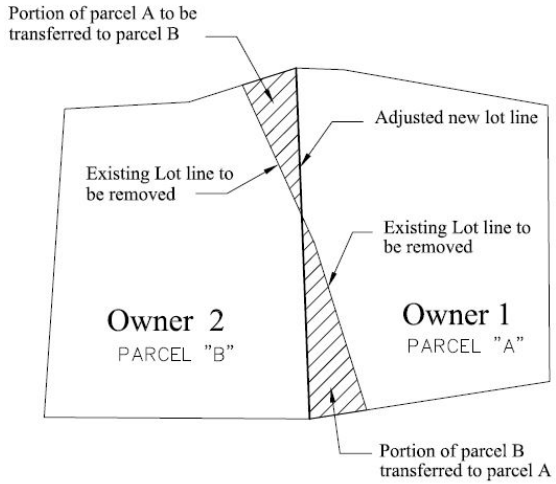
c. Impair any existing access or create a need for access to any adjacent lots;

d. Impair any existing easements or create a need for any new easements serving adjacent lots or parcels;

e. Constitute poor land planning or undesirable lot configurations due to existing environmental conditions or current zoning development standards; and

f. Require substantial alteration of any existing improvements or create a need for any new improvements.

LOT LINE ADJUSTMENT



APPLICATION PROCEDURE

Before a formal application is filed, we suggest that you meet with the Planning Division to discuss the proposed project. In this pre-application meeting, the planner will explain pertinent city zoning regulations and provide application processing information. The submittal requirements are outlined in the Development Review Application Packet and the Lot Merger/Lot Line Adjustment Checklist. Please see the Planning Division Applications and Forms Webpage on the City website. Alternatively, you may scan the QR code on the back of this brochure.

APPLICATION PROCESS

Once the applicant provides a complete application submittal to the City, the Community Development Department Staff and City Engineer will review the materials submitted and determine if any supplemental information for the proposed lot line adjustment needs to be submitted.

The process is typically routine as long as the transfer does not result in a new building lot or create a lot that is nonconforming according to the requirements of the subdivision or zoning ordinance.

Once an application is deemed complete, it is circulated to the appropriate city departments for review. The City may impose conditions to be satisfied prior to recordation of the lot line adjustment. The lot line adjustment request will be scheduled for City Council review as a "consent calendar" item. A copy of the staff report and recommended conditions of approval will be mailed to the applicant.

After the lot line adjustment is approved, the City will file a certificate of compliance with the County Recorder's office. The applicant is responsible for having new titles prepared reflecting the changes in property lines; the applicant must create and record them within 30 days with the County of Los Angeles.