



# City of Hemet

PLANNING DIVISION  
445 E. Florida Avenue, Hemet, CA 92543  
(951) 765-2375  
[www.hemetca.gov](http://www.hemetca.gov)

## LOT LINE ADJUSTMENT LOT MERGER SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Lot Line Adjustment or Lot Merger application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

### THE LOT LINE ADJUSTMENT/LOT MERGER APPLICATION FILING PACKAGE CONSISTS OF THE FOLLOWING:

#### A. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
  - a. Property Owner Consent Affidavit and/or Corporate Resolution, if owner is different from applicant.
- 2. Application processing fee pursuant to the latest adopted fee schedule.
- 3. Preliminary title report completed by a licensed title company and prepared less than 6 months of the application submittal date for each parcel included in the adjustment or merger.
- 4. Legal description of the existing parcel(s) with a wet seal of the engineer or licensed land surveyor.
- 6. Proof of ownership (i.e., grant deed).
- 7. Proof that property taxes on each parcel have been paid (i.e., Tax Assessor print out).
- 8. A letter signed and dated by the applicant that addresses each of the following:
  - a. Compliance of the reconfigured parcels with the minimum parcel size requirements of the zone in which the properties are located.
  - b. Demonstration that any existing buildings on the reconfigured parcels will comply with the setback requirements and other development standards of the zone and with any applicable building ordinances.
  - c. Purpose of the lot line adjustment or lot merger.
- 9. One (1) copies of the plat map drawn to scale on uniform 8 ½" by 11" size sheets that include the following:
  - a. Plot map of the adjusted/merged parcel(s) with a wet seal of the engineer or licensed land surveyor.
  - b. Layout and dimensions of each parcel showing property lines to remain, to be removed, or to be added.
  - c. If the parcel(s) contain existing buildings include a sheet showing the location of the building(s) with dimensions to the reconfigured property lines.
  - d. Vicinity map.
  - e. Assessor parcel number(s) and, if applicable, tract number.
  - f. Name, address, and phone number of both applicant and engineer.
  - g. North arrow and scale of drawing. Preferred scale: 1" = 100'.
  - h. All maps must be clear and legible.
- 10. One (1) electronic copy of all submission materials.

**B. APPLICANT NOTIFICATIONS**

1. A lot line adjustment or lot merger is approved by City staff. Approval is based upon compliance with the City of Hemet Municipal Code, the Hemet General Plan, the California Building Code, the California Fire Code, and California Subdivision Map Act.
2. Subsequent to staff approval, a Certificate of Compliance or a Conditional Certificate of Compliance is required for recordation of the documents with the County of Riverside. There is no additional City charge for the processing of the Certificate of Compliance.
3. The applicant is responsible for recording the signed Certificate of Compliance with the County Clerk.
4. The applicant is required to submit copies of the recorded deed and Certificate of Compliance with the Hemet Planning Department. If the documents are not provided within 180 days from the recordation date, the process shall be considered null and void, and a new application shall be required.
5. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
6. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2376.

**C. ATTACHMENTS**

1. Certificate of Compliance form