



City of Indio
Development Services Department
100 Civic Center Mall
Indio, California 92201
(760) 391-4120
(760) 391-4027 Fax
www.indio.org

Application for Lot Line Adjustment, Lot Merger and Certificate of Compliance

Lot Line Adjustments are authorized by Section 156.026 of the City of Indio Code, and Government Code Section 66412. If off-site improvements are necessary, a Parcel Map Application must be filed.

The following findings must be made:

1. That the adjustment involves adjacent parcels.
2. That no additional parcels are created.
3. That all property owners agree to the adjustment.
4. That there is conformity with City of Indio Zoning regulations in terms of lot size for both parcels after the adjustment and that the adjustment does not create setback violations.
5. That the parcels involved have the same General Plan Designations.
6. That the parcels involved have the same Zoning Designation.

Filing Procedure:

1. File application with an \$1,100.00 payment, along with the following items:

Please note that there is an additional fee of \$1,071 for Engineering Department review of the application.

- a) One copy of the latest title report (within 6 months of submittal date).
 - b) Two copies of the legal descriptions to facilitate the proposed lot line adjustment prepared and signed by a licensed land surveyor or a register civil engineer.
 - c) Two copies of a scaled 8 ½" x 11" or 8 ½" x 14" drawing, showing in dashed lines the existing lots and with a solid line the proposed lots, which must be prepared and signed by a licensed land surveyor or a registered civil engineer. All existing structures and driveways shall be shown on the map.
2. The Planning Division staff shall review the map for zoning and General Plan conformity.
 3. The Engineering Department staff of the City of Indio shall check all the documents submitted by the applicant. Once all the documents are in compliance with the Engineering Department, they will be sent to the Riverside County Recorders Office to be recorded.

Effective January 1, 2014

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Note: Fees are based on average times required to complete the process. Actual charges may vary if staff time significantly deviates from the average staffing effort.



Application for Lot Line Adjustment

For office use only

HTE # --

Date:

APPLICANT/CONTACT PERSON:

Name: _____

Address _____

Email: _____

Telephone: _____

PROPERTY OWNERS: *(As shown on Deed)*

Owner A:

Name: _____

Address: _____

Telephone: _____

Owner B:

Name: _____

Address: _____

Telephone: _____

Attach the names of all other involved property owners on a separate sheet

PROPERTY INFORMATION:

Lot A:

Assessor's Parcel No. _____

Street Address: _____

Lot B:

Assessor's Parcel No. _____

Adjustment Request: _____

Purpose for Request: _____

AUTHORIZATION: SIGNATURES MUST BE NOTARIZED

I (we) certify that I am (we are) the record owner(s) of said parcels and that the information filed is true and correct to the best of my (our) knowledge.

Owner A: _____
Signature Date

Owner B: _____
Signature Date

I (we), being the Owner(s) of said parcels do hereby authorize _____
to act as my agent to file and process this application.

Signature (Owner A)

Signature (Owner B)

<u>PROCESSING STEPS – To be completed by the City</u>	
1.	Receiver:
	Required Maps and Application: _____
	Fees paid: _____ Receipt: _____
	H.T.E. Project No.: _____ File No.: _____
	Date Received: _____
2.	Planning Division Findings:

	Conformity to General Plan: _____
	Conformity to Zoning: _____
	Signature: _____ Date: _____
	Planner
	Signature: _____ Date: _____
	Development Services Director
3.	Engineering Department:
	Signature: _____
	Engineering Department
	Map Accepted: _____
	Quitclaim Deed: _____ Grant Deed: _____
	Recorded on: _____
	Return in 60 days: _____
	Date: _____
4.	Upon Completion please file Application, Deed, and Map. Mark date returned.