



# Lot Merger/Lot Line Adjustment Information

Community Development Department - Planning Division  
100 Civic Center Drive / P.O. Box 1768 / Newport Beach, CA 92658-8915  
949-644-3204  
[www.newportbeachca.gov](http://www.newportbeachca.gov)

## General Information

### Lot Merger

A Lot Merger for purpose of Chapter 19.68 of the Newport Beach Municipal Code is a boundary adjustment to join four or fewer adjoining parcels under one fee ownership where no more than three parcels are eliminated. If a merger involves the elimination of more than three parcels, tentative and final parcel maps shall be required. When a building site consists of one or more lots and/or portions of more than one lot, a Lot Merger is required to combine the lots into a single building site when new construction is proposed or alterations to an existing structure are proposed to cross a lot line.

An application for a Lot Merger may be accepted when it can be determined that the proposal complies with the following specifications:

1. Approval of the merger will not, under the circumstances of this particular case, be detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or the general welfare of the City, and further that the proposed lot merger is consistent with the legislative intent of this title; and
2. The lots to be merged are under common fee ownership at the time of the merger; and
3. The lots as merged will be consistent or will be more closely compatible with the applicable zoning regulations and will be consistent with other regulations relating to the subject property including, but not limited to, the General Plan and any applicable Coastal Plan or Specific Plan; and
4. Neither the lots as merged nor adjoining parcels will be deprived of legal access as a result of the merger; and
5. The lots as merged will be consistent with the pattern of development nearby and will not result in a lot width, depth, or orientation, or development site that is incompatible with nearby lots. In making this finding, the review authority may consider the following:
  - a. Whether development of the merged lots could significantly deviate from the pattern of development of adjacent and/or adjoining lots in a manner that would result in an unreasonable detriment to the use and enjoyment of other properties.
  - b. Whether the merged lots would be consistent with the character or general orientation of adjacent and/or adjoining lots.
  - c. Whether the merged lots would be conforming or in greater conformity with the minimum lot width and area standards for the zoning district.

### Lot Line Adjustment

A Lot Line Adjustment for purpose of Chapter 19.76 of the Newport Beach Municipal Code is a minor boundary adjustment involving four or fewer adjacent lots or parcels where the land taken from one parcel is added to an adjacent parcel with the original number of parcels remaining unchanged after the adjustment.

An application for a Lot Line Adjustment may be accepted when it can be determined that the proposal complies with the following specifications:

1. Approval of the Lot Line Adjustment will not, under the circumstances of the particular case, be detrimental to the health, safety, peace, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or the general welfare of the City, and further that the proposed lot line adjustment is consistent with the legislative intent of this title.

2. The number of parcels resulting from the Lot Line Adjustment remains the same as before the Lot Line Adjustment.
3. The Lot Line Adjustment is consistent with applicable zoning regulations except that nothing herein shall prohibit the approval of a Lot Line Adjustment so long as none of the resultant parcels is more nonconforming as to lot width, depth and area than the parcels that existed prior to the lot line adjustment.
4. Neither the lots as adjusted nor adjoining parcels will be deprived of legal access as a result of the lot line adjustment.
5. That the final configuration of the parcels involved will not result in the loss of direct vehicular access from an adjacent alley for any of the parcels that are included in the Lot Line Adjustment.
6. That the final configuration of a reoriented lot does not result in any reduction of the street side setbacks as currently exist adjacent to a front yard of any adjacent key, unless such reduction is accomplished through a zone change to establish appropriate street side setbacks for the reoriented lot. The Planning Commission and City Council, in approving the zone change application, shall determine that the street side setbacks are appropriate and are consistent and compatible with the surrounding pattern of development and existing adjacent setbacks.

### Application Requirements

To apply please provide the following:

1. A completed Planning Permit Application\* for a  Lot Merger or  Lot Line Adjustment Application.  
*\*Please be advised the owner's signature for Lot Merger/Lot Line Adjustment Application must be notarized. A Notary Acknowledgement form has been attached to this document for your convenience.*
2. One (1) copy of a Preliminary Title Report not more than 6 months old from the date the application will be submitted that identifies the legal description of property.
3. Grant/Quitclaim Deeds

After approval of the Lot Line Adjustment/Lot Merger by the Zoning Administrator, the applicant shall have Grant/Quitclaim Deed(s) prepared before the recordation of the Lot Line Adjustment/Lot Merger. Since the recording information will not be known when the deeds are prepared, leave blanks so that the appropriate data can be added at the time of recordation. The new Grant/Quitclaim Deed(s) shall contain legal descriptions that make reference to the proposed Lot Line Adjustment/Lot Merger Parcel(s) and recording information. An example would be:

Parcel 1 of Lot Line Adjustment No. 95-1 recorded April 17, 1995 as Instrument No. 95-123456 of Official Records in the office of the County Recorder of said County.

4. A licensed surveyor or civil engineer shall prepare, sign, and stamp Exhibits A, B, and C (attached) providing the respective, specific requirements indicated below. Each Lot Line Adjustment or Lot Merger Application must be accompanied by four (4) sets of each exhibit with at least one (1) set with original signatures. Faxed copies will not be accepted.

#### Exhibit A - Legal Description(s)

Exhibit A shall be completed with the names of the current record owners, assessor parcel numbers, and legal description(s) of the proposed parcel(s).

Please note the name of the record owners must appear exactly as shown on the recorded deed. The record owners, including Trustees of Trusts, of all parcels involved must sign the application form before a Notary Public and attach the appropriate certificate of acknowledgment. A signature form is attached.

Exhibit B – Lot Line Adjustment/Lot Merger Map

Exhibit B shall provide the Lot Line Adjustment or Lot Merger Map, including the following information:

- a. Map scale and north arrow.
- b. The location of the project site in relation to the existing streets and alleys and the distance to the nearest cross street. The location and width of all existing easements or rights-of-ways, whether public or private, for roads, alleys, drainage, sewers, or flood control purposes. Indicate the parties having an interest in the easements.
- c. The existing and proposed lot layout. Show bearings and distances for all parcel lines. Show the existing lot numbers and the recorded reference. Use a heavy solid line for the proposed lot line location, light solid lines for existing property lines that are to remain unchanged, dashed lines for existing property lines to be adjusted, and finer dashed lines for existing easements.
- d. The number for each proposed parcel (i.e. Parcel 1, Parcel 2, etc.) and the net area of each parcel. Net area equals the gross area minus any easements that restrict the surface use of the property, such as vehicular pedestrian easements. Please label as “Net Area.”
- e. Show the existing lot numbers and reference the recorded document in dotted or lighter line weight for project site and adjoining lots.

Exhibit C – Site Plan

Since only certain information can be on the official recorded Lot Line Adjustment or Lot Merger Map (Exhibit B), a second map (Exhibit C) is required showing additional, necessary information to verify compliance with adopted City ordinances. The following information must be included:

- a. The location and width of all existing easements or rights-of-way, whether public or private, for roads, alleys, drainage, sewers, or flood control purposes. Indicate the parties having an interest in the easements.
- b. The location of any aboveground or underground structures on the site. Dimension distances from proposed property lines to structures. If there are no structures on the lot proposed for adjustment, add a note on the map stating that fact.

5. Public Noticing Requirements.

Please refer to the Planning Division’s handout on [Public Noticing Requirements](#) for more information on the application materials required for a public hearing.

6. Filing Fee

A filing fee is required at the time of filing to partially defray the cost of processing and other expenses. The Planning Department will advise you of said fee.

7. Electronic Copy

All of the above submittal items are required to be submitted in an electronic format (i.e., CD-ROM, via email, [USB flash drive not accepted]) as determined by the Planning Department prior to application submittal.

**Advisement**

An approved tentative tract map, parcel map, lot line adjustment, or lot merger requires subsequent separate review by the Public Works Department prior to release for recordation with the County of Orange. The applicant is responsible for making this submittal after action on the Planning Permit Application and appeal periods have expired. All applicable fees shall be paid. For more information on what is required, please contact Public Works at 949-644-3311.

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_ } ss.

On \_\_\_\_\_, 20\_\_\_\_ before me, \_\_\_\_\_,

Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

(seal)

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_ } ss.

On \_\_\_\_\_, 20\_\_\_\_ before me, \_\_\_\_\_,

Notary Public, personally appeared \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signatures(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

(seal)

**Recording**

Requested by and Mail to:  
City of Newport Beach  
Public Works Dept  
Attn: Subdivision  
100 Civic Center Drive  
P.O. Box 1768  
Newport Beach, CA 92658

This Space for Recorder's Use Only

**Lot Line Adjustment/Lot Merger**

Address(es) or Property Involved: \_\_\_\_\_

Owner(s) Affidavit

I (We) hereby certify under penalty of perjury that 1) I am (we are) the record owner(s) of all parcels proposed for adjustment by this application, 2) I (We) have knowledge of and consent to the filing of this application, 3) the information submitted in connection with this application is true and correct; and 4) I (We) consent to the recordation of these documents.

**RECORD OWNERS:**

	Parcel	
NAME: _____		
Signature of parcel owner		Signature of parcel owner

	Parcel	
NAME: _____		
Signature of parcel owner		Signature of parcel owner

	Parcel	
NAME: _____		
Signature of parcel owner		Signature of parcel owner

	Parcel	
NAME: _____		
Signature of parcel owner		Signature of parcel owner

**NOTE: Each of these signatures must be notarized, using the appropriate Jurat attached and completed by a Notary Public.**

Approved for Recording CITY OF NEWPORT BEACH

City Engineer: \_\_\_\_\_

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

**EXHIBIT "A"**  
**CITY OF NEWPORT BEACH**  
**LOT LINE ADJUSTMENT NO. LA \_\_\_\_\_ - \_\_\_\_\_; OR**  
**LOT MERGER NO. LM \_\_\_\_\_ - \_\_\_\_\_**

(LEGAL DESCRIPTION)

OWNER	EXISTING PARCEL AP NUMBER	PROPOSED PARCELS REFERENCE NUMBERS

**EXHIBIT "B"**  
**CITY OF NEWPORT BEACH**  
**LOT LINE ADJUSTMENT NO. LA \_\_\_\_\_ - \_\_\_\_\_; OR**  
**LOT MERGER NO. LM \_\_\_\_\_ - \_\_\_\_\_**  
 (MAP)

OWNER	OWNER	OWNER

**EXHIBIT "C"**  
**CITY OF NEWPORT BEACH**

**LOT LINE ADJUSTMENT NO. LA \_\_\_\_\_- \_\_\_\_\_; OR**  
**LOT MERGER NO. LM \_\_\_\_\_- \_\_\_\_\_**

(SITE PLAN)

OWNER	OWNER	OWNER