



# E-SUBMITTAL CHECKLIST AND QUESTIONNAIRE

Please save and upload **PDFs** of all required DOCUMENTS and PLANS from the checklist below. All pre-application attachments uploaded to the Online Plan Submission Portal must comply with the E-Plan Submittal Requirements.

- STEP 1:** Select project group: **PUBLIC WORKS ENGINEERING**
- STEP 2:** Select project type: **LOT LINE ADJUSTMENT/LOT MERGER**
- STEP 3:** Complete the required documents and questionnaire (if applicable) below.
- STEP 4:** Log in to the [Online Plan Submission Portal](#) and enter your project information to begin the pre-application process.
- STEP 5:** Upload your completed PDF documents.

## ADDITIONAL INFORMATION

1. All submissions must comply with the City of Irvine [E-Plan Submittal Requirements](#).
2. All submitted plans must have an Assessor's parcel number.
3. Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments, nor will your plan review period begin, until full payment has been received (see [Fee Schedule](#)).
4. All submitted documents must be in a complete and final form. No partial or incomplete submittals will be accepted without prior approval by the City Engineer.

## DOCUMENTS

- [Electronic/Digital Signature Disclosure](#)
- [Engineering Permit Application](#)
- [Lot Line Adjustment Application](#)
- Copy of Title Report and Back-up Documents
- Copy of Site Plan Map (Showing All Proposed and Existing Easements)
- Traverse Calculations
- Legal Description of Each Parcel



**PUBLIC WORKS**  
Development Engineering

**ENGINEERING PERMIT APPLICATION**

<b>FOR OFFICE USE ONLY</b>	
PLAN CHECK #:	_____
SUBMITTAL DATE:	_____
TARGET DATE:	_____

<b>PROJECT ADDRESS OR CROSS STREETS</b>		<b>GRID NUMBER</b>
<b>LEGAL DESCRIPTION</b>	<b>TRACT/PARCEL</b>	<b>LOT</b>
<b>ASSESSOR'S PARCEL NUMBER</b>	<b>BOOK</b>	<b>PAGE</b>

**PERMIT TYPES APPLIED FOR**

<input type="checkbox"/> STREET IMPROVEMENT	<input type="checkbox"/> NEW TRAFFIC SIGNAL	<input type="checkbox"/> LANDSCAPE	<input type="checkbox"/> BRIDGE < 3000 SF	<input type="checkbox"/> PARCEL MAP
<input type="checkbox"/> TRACT IMPROVEMENT	<input type="checkbox"/> TRAFFIC SIGNAL	<input type="checkbox"/> ABANDONMENT	<input type="checkbox"/> BRIDGE > 3000 SF	<input type="checkbox"/> TRACT MAP
<input type="checkbox"/> PARCEL IMPROVEMENT	<input type="checkbox"/> TRAFFIC SIGNAL MOD	<input type="checkbox"/> EASEMENT DEED	<input type="checkbox"/> LOT LINE ADJUSTMENT	<input type="checkbox"/> RIGHT-OF-WAY
<input type="checkbox"/> MISC. IMPROVEMENT	<input type="checkbox"/> UTILITIES	<input type="checkbox"/> STORM DRAIN	<input type="checkbox"/> LOT MERGER	<input type="checkbox"/> WQMP >5,000 SF

**A COPY OF THE RESOLUTION AND APPROVED TENTATIVE MAP OR LETTER APPROVING THE CASE MUST ACCOMPANY YOUR SUBMITTAL, WHEN APPLICABLE.**

<b>APPLICANT INFORMATION</b>			<b>PROJECT INFORMATION</b>	
<b>APPLICANT/COMPANY NAME</b>			<b>DESCRIPTION OF WORK</b>	
<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP</b>		
<b>CONTACT</b>	<b>PHONE</b>			
<b>E-MAIL</b>				
<b>PROPERTY OWNER</b>				
<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP</b>		
<b>CONTACT</b>	<b>PHONE</b>			
<b>SOILS ENGINEER</b>				
<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP</b>	<b>ACREAGE</b>	<b>LINEAR FEET</b>
<b>CONTACT</b>	<b>PHONE</b>		<b>NUMBER OF TRAFFIC SIGNALS</b>	
<b>LICENSE NUMBER</b>			<b>NUMBER OF PLAN PAGES</b>	
<b>ENGINEERING GEOLOGIST</b>			<b>NUMBER OF PARCELS</b>	
<b>ADDRESS</b>	<b>CITY</b>	<b>ZIP</b>	<b>BY SIGNING BELOW, I CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT.</b>	
<b>CONTACT</b>	<b>PHONE</b>			
<b>LICENSE NUMBER</b>			<b>APPLICANT SIGNATURE</b>	
			<b>PRINT APPLICANT NAME</b>	
			<b>DATE</b>	

<b>FOR OFFICE USE ONLY</b>		
ENGINEERING PLAN CHECK FEES: \$ _____	TEMPLATE #: _____	RECEIPT #: _____

Forward recorded originals to:

Development Engineering,  
City of Irvine  
P.O. Box 19575  
Irvine, CA 92623-9575

# CITY OF IRVINE

## LOT LINE ADJUSTMENT

### -LL

Date of Filing:

Contact Person:

Applicant:

Phone Number:

Location of Property (cross streets; address, if possible):

Legal Description of Parcels for which adjustment is being requested:

Engineer/Surveyor:

Signature: \_\_\_\_\_

Registration Number:

#### RECORD OWNERS

PARCEL <input type="text"/> Name: <input type="text"/> Address: <input type="text"/>	PARCEL <input type="text"/> Name: <input type="text"/> Address: <input type="text"/>
PARCEL <input type="text"/> Name: <input type="text"/> Address: <input type="text"/>	PARCEL <input type="text"/> Name: <input type="text"/> Address: <input type="text"/>

***(I/We) do hereby request a Lot Line Adjustment in accordance with the Legal Description and Lot Line Adjustment Maps attached hereto as Exhibit A and Exhibit B respectively and made a part of this application. (I/We are) certify 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.***

\_\_\_\_\_  
Signature(s) of Owner(s) of Parcel

\_\_\_\_\_  
Signature(s) of Owner(s) of Parcel

\_\_\_\_\_  
Signature(s) of Owner(s) of Parcel

\_\_\_\_\_  
Signature(s) of Owner(s) of Parcel

**CITY SIGNATURES NEXT PAGE**

**CITY OF IRVINE**  
**\_\_\_\_\_ -LL**  
**LOT LINE ADJUSTMENT APPROVALS**

**CITY SURVEYOR'S STATEMENT**

I HEREBY STATE THAT I HAVE EXAMINED THIS LOT LINE ADJUSTMENT AND AM SATISFIED THAT IT IS TECHNICALLY CORRECT RELATIVE TO SURVEY CONTENT.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SEAL

\_\_\_\_\_

CITY SURVEYOR, CITY OF IRVINE

**CITY ENGINEER'S STATEMENT**

THIS LOT LINE ADJUSTMENT APPLICATION HAS BEEN REVIEWED BY THE CITY OF IRVINE, AND FOUND TO BE IN COMPLIANCE WITH SECTION 66412 OF THE CALIFORNIA SUBDIVISION MAP ACT, AND APPLICABLE CITY ORDINANCES, AND IS HEREBY APPROVED.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SEAL

\_\_\_\_\_

STEVE SHERWOOD, R.C.E. 42950  
ACTING CITY ENGINEER, CITY OF IRVINE

RECORD OWNER'S 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            )  
  ) SS  
County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_, a 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 signature(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.

Signature \_\_\_\_\_  
Notary Public in and for said State

\_\_\_\_\_  
(Name Printed)

My Principal Place of Business is  
in \_\_\_\_\_ County

My Commission expires \_\_\_\_\_



## COMMUNITY DEVELOPMENT / PUBLIC WORKS

# ELECTRONIC/DIGITAL SIGNATURE DISCLOSURE

I understand and agree that (i) electronically signing and submitting any document(s) to the City of Irvine legally binds me in the same manner as if I had signed in a non-electronic or non-digital form, and (ii) the electronically stored copy of my signature, any written instruction or authorization and any other document provided to me by the City of Irvine, is considered to be the true, accurate, and legally enforceable record in any proceeding to the same extent as if such documents were originally generated and maintained in printed form. I agree not to contest the admissibility or enforceability of the City of Irvine's electronically stored copy of any other documents.

By using the system to electronically sign and submit any document, I agree to the terms and conditions of this Electronic/ Digital Signature Disclosure.

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SIGNATURE

DATE