



**Planning Department  
168 North Edwards Street  
Post Office Drawer L  
Independence, California 93526**

Phone: (760) 878-0263  
FAX: (760) 872-2712  
E-Mail: [inyoplanning@inyocounty.us](mailto:inyoplanning@inyocounty.us)

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**HOW TO SUBMIT A LOT LINE ADJUSTMENT/PARCEL MERGER APPLICATION**  
**(Four or Fewer Parcels)**

**1. PREFACE:** A Lot Line Adjustment/Parcel Merger is applied for when a property owner wishes to change the property lines of existing parcels. The process can be used to do a number of things, such as: combine up to four adjacent parcels into one parcel, alter the boundary between up to four parcels, or reconfigure the shapes of up to four parcels.

**2. CONSULTATION:** To avoid unnecessary expense and delay consult with the Inyo County Planning Department for a preliminary review and discussion of your proposal in order to answer any questions regarding the application and processing procedures.

**3. PLANNING DEPARTMENT MAIN APPLICATION:** The Main Application Form must be completed in its entirety with the Lot Line Adjustment/Parcel Merger box checked and must be signed by must be signed by the authorized property owner(s) of each property as listed on a title report. The Processing Fee Agreement Form must also be filled out in its entirety and accompany the Main Application Form.

**4. ENVIRONMENTAL INFORMATION FORM:** This form is included in the Main Application Package. The information requested by this form assists the County in preparing the appropriate environmental documentation as required by the California Environmental Quality Act (CEQA).

**5. APPLICATION SUBMISSION:** Submission of the following normally constitutes a complete application (please see corresponding description below):

- A. Planning Department Permit Application
- B. Fee Agreement
- C. Lot Line Adjustment/Parcel Merger Exhibits:
  - Exhibit Map (Exhibit A)
  - Legal Description (Exhibit B)
  - Notarized Owner's Certificate (Exhibit C)
- D. Site Plan
- E. Deed(s)
- F. Title Report, prepared by a title company within 30-days of submission of the application
- G. Proof of Current Property Tax Status and Special Property Assessments
- H. Original Legal Description

The Application Exhibit Map must include all elements as set forth in the Inyo County Subdivision Ordinance 16.52.020, as follows:

16.52.020 Matters required.

A. Application for approval of a lot line adjustment under this section shall be made to the planning department and shall include an eight and one-half inch by eleven inch plat showing the proposed adjustment, any required fee, and such other information as the director may require.

B. The eight and one-half inch by eleven inch plat showing the proposed adjustment shall include the following information:

1. Location of all structures, wells, septic systems, access roads and any existing easements and their use;
2. Before and after acreages;
3. Identification of the location of existing property lines to be removed and property lines to be added.

C. The owners of all parcels affected by the lot line adjustment shall sign the application.

D. A title report no older than thirty days shall be submitted for all lots/parcels involved in the application.

**6. LOT LINE ADJUSTMENT/PARCEL MERGER “EXHIBIT” MAP:** California licensed surveyors or California registered civil engineers qualified to prepare surveys must prepare Lot Line Adjustment/Parcel Merger Exhibit Maps. The surveyor/engineer shall obtain a Lot Line Adjustment or a Parcel Merger number from the Inyo County Planning Department before submission. Refer to Inyo County Code Chapter 16.52.030 for specifications for preparing the “Exhibit” Map. A list of qualified local surveyors and engineers can be found on the Planning Department website.

**7. DEEDS:** Prepare deeds, for all properties affected, modifying the legal description to reflect the proposed Lot Line Adjustment/Parcel Merger. Legal descriptions of the modified property boundaries after the proposed Lot Line Adjustment/Parcel Merger must be prepared by a California licensed surveyor or California registered civil engineer qualified to prepare surveys. Refer to Inyo County Code Section 16.52.050 for requirements for the deed.

**8. NOTARIZED OWNER’S CERTIFICATE:** Complete the attached Owner’s Certificate for Lot Line Adjustment/Parcel Merger and have notarized by an Authorized Notary Public.

**9. TITLE REPORT:** For each property obtain a copy of a title report prepared by a title company within 30-days of submission of the application. Refer to Inyo County Code Section 16.52.020 D for requirements for the Title Report.

**11. PROOF OF CURRENT PROPERTY TAX STATUS AND SPECIAL PROPERTY ASSESSMENTS:** Provide proof that all property tax payments are up-to-date and special property assessments have been paid off or segregated.

**12. DECISION:** The application will be reviewed, and additional clarifying information may be requested. After the application is deemed complete, a decision will be rendered. If the application is approved, the deed(s), legal description, and Exhibit Map will be recorded, and the Planning Director will issue a Notice of Approval. If the Lot Line Adjustment/Parcel Merger application is approved, recording fees may be requested payable directly to the Inyo County Recorder. These documents will be routed accordingly, including to the Inyo County Assessor.

**EXHIBIT "C"**  
**OWNER'S CERTIFICATE FOR LOT LINE ADJUSTMENT**

I (we) hereby certify that (I) (we) are the owner(s) of, or have some right, title, or interest in and to the real property included within the adjusted boundaries for Lot Line Adjustment No. \_\_\_\_\_ and as described in Exhibit A and Exhibit B. Said property(ies) are currently described as Assessor's Parcel No(s). \_\_\_\_\_. (I) (we) (am) (are) the only person(s) whose consent is necessary to pass a clear title to said property, and (I) (we) consent to the recordation of documents and accompanying information necessary to approve our application. Furthermore, I (we), the undersigned, hereby request that the County Assessor amend the Plat map for the subject Assessor's Parcel Number(s), as necessary to prevent an increase in the number of Assessor's parcels in conformance with the Lot Line Adjustment.

Owner(s) of Record: \_\_\_\_\_  
Name of Person, Trust, Co., Inc., LLC, etc.

By: \_\_\_\_\_  
Signature(s) of owner, agent or trustee

By: \_\_\_\_\_  
Signature(s) of owner, agent or trustee

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Print name and title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**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 \_\_\_\_\_

On \_\_\_\_\_ 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 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 and official seal.

Signature \_\_\_\_\_ (Seal)