



Public Information

County of Ventura • Resource Management Agency • Planning Division
800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2488 • www.vcrma.org/divisions/planning

Recording a Parcel Map Waiver (PMW)/ Lot Line Adjustment with Multiple Owners

Before a lot line adjustment can be recorded, the following is required:

PRELIMINARY TITLE REPORT

The Title report(s) must both be current and less than one year old at time of application. An updated Title Report may be required if there has been any change in ownership or if verification of information on the originally submitted title report is requested by Planning.

 **Tip:** Provide a brand new title report at the time of application showing all current owners for all parcels involved in the PMW. Once the project is approved and is ready to be recorded, make every effort to record quickly so that the Title Report information does not become outdated. If any parcel changes ownership after application but before recording, contact the case planner and immediately provide a new (accurate) title report that reflects the change(s), as well as an updated application page with new owner's signatures. Otherwise there may be delays in permit processing and recordation.

LENDER'S ACKNOWLEDGEMENT FORM

All trust deeds referenced in the title report must be accompanied by a Lender's Acknowledgement Form with the lender's notarized signature. If there are multiple lenders, each must complete a Lender's Acknowledgement Form. If lenders change between the time of Lot Line Adjustment application and the time of recordation, new Lender's Acknowledgement Forms may be necessary. If the property is paid off between the time of Lot Line Adjustment application and the time of recordation, a new preliminary title report will be required to show that there are no loans on the property.

 **Tip:** Don't change lenders or loans during the Lot Line Adjustment process. If you must change lenders, request an updated title report to provide to the County.

OWNER'S CERTIFICATE

The owner's certificate shows the County that all owners associated with the lot line adjustment are aware of and agree to the lot line adjustment. All owners listed in all title reports must sign an owner's certificate and have the form notarized. All must sign EXACTLY as shown in the title report. "AKA" names can be listed on the printed name line of the owner's certificate (i.e. John Smith AKA John William Smith).

 **Tip:** The goal is to prove that the same person or people who own the land (shown in the title report) are acknowledging a lot line adjustment (shown on the owner's certificate). Make it very easy for someone who doesn't know any of the parties to match the title report with the owner's certificate. Also, don't change ownership during the Lot Line Adjustment process, as this will require a whole new set of paperwork and may cause an illegal subdivision!

TRUST DEED (IF NECESSARY)

The lenders shown on the lender's acknowledgment(s) form must revise any existing loan to include the new shape of the parcel. If each property has a separate loan or loans, each must have a revised trust deed to reflect the new shape of the parcel, and new loan documents must be recorded with the Lot Line Adjustment.

 **Tip:** If you change lenders during the lot line adjustment process, contact your case planner to determine whether a new lender's acknowledgment form will need to be provided. Note that the new description for the trust deed is not the same as the description included with the grant deed.

GRANT DEED

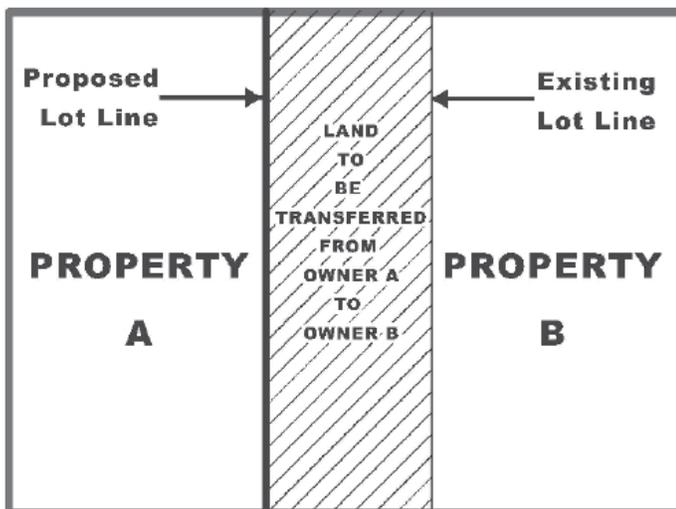
Any transfer of land between two different owners

must be in the form of a grant deed. Only the portion of the lot changing ownership shall be included in the grant deed (i.e. the sliver or strip of land being transferred from one owner to another). Include the names of the grantor and the grantee (or multiples of each, as necessary) in the grant deed, with all necessary signatures from the grantor or grantors.

The grant deeds transferring portions of land must be recorded concurrently with the Parcel Map Waiver/Lot Line Adjustment. Note that any subsequent sale of any of the resulting lots must use the new legal description, otherwise illegal lots will be created.

 **Tip:** Once the County Surveyor has determined that the sketch and legal are sufficient to record, verify that the draft grant deed contains any necessary changes to language describing that piece of land subject to the adjustment. Note that the new description for the grant deed is not the same as the description included with the trust deed. As explained above, be very careful that only the portion of land being adjusted (i.e. the “sliver”) is to be transferred and therefore “described” in the grant deed. Remember that the description for the Trust Deed will include the entire parcel and the description for the grant deed will include only the area being adjusted.

Below is an example of the transfer area to be described by the grant deed.



PROPERTY TAXES

Before a lot line adjustment can be recorded, all taxes must be paid to the satisfaction of the Tax Collector. In some cases, this may include prepayment of taxes for the next installment before they are due. If multiple Assessor’s Parcel Numbers are associated

with a property, the taxes for all of those APNs must be paid. To check the tax payment status for each APN, visit <https://prop-tax.countyofventura.org>.

PRELIMINARY CHANGE OF OWNERSHIP REPORT

Complete and sign the Change of Ownership Form (blue Form available at County Recorder) and return it to your case planner following project approval. This form is required by the County Recorder at the time of PMW/LLA recordation.

PLANNING FEES

Outstanding Planning Division fees must be paid to RMA Operations prior to recordation. Projects with delinquent billing cannot be processed or recorded.

 **Tip:** Pay your bills on time and ask your case planner or RMA Operations if you have a question about your bill. Operations can be reached at (805) 654-3670.

FINAL NOTES

If, at any time during the planning process, information regarding ownership or loans changes, contact your case planner as soon as possible so that any changes that need to be made are addressed.

If you have any questions, please call. Bring in draft sketches, legal descriptions, and recording documents early for review by your case planner, even if they’re not quite right.

Keep in mind that the approval of the Lot Line Adjustment is only good for one year. Once a Parcel Map Waiver expires, it is “dead” and you must start the process over. There are no time extensions allowed by state law.

It’s always better to get all of the correct information together before the Lot Line Adjustment records, so please provide only accurate information. Repairing damage after the Lot Line Adjustment is recorded is much more complicated. Also, a rerecording will be at the expense of the applicant.

Do not attempt to record any of the above documents by yourself, as they must be reviewed by Planning and recorded in a specific order.