

DEPARTMENT OF  
CITY PLANNING  
200 N. SPRING STREET, ROOM 525  
LOS ANGELES, CA 90012-4801  
AND  
6262 VAN NUYS BLVD., SUITE 351  
VAN NUYS, CA 91401  
CITY PLANNING COMMISSION

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JAMES WILLIAMS  
COMMISSION EXECUTIVE ASSISTANT II  
(213) 978-1300

CITY OF LOS ANGELES  
CALIFORNIA



ANTONIO R. VILLARAIGOSA  
MAYOR

EXECUTIVE OFFICES

MICHAEL J. LOGRANDE  
DIRECTOR  
(213) 978-1271  
ALAN BELL, AICP  
DEPUTY DIRECTOR  
(213) 978-1272  
LISA WEBBER, AICP  
DEPUTY DIRECTOR  
(213) 978-1274  
EVA YUAN-MCDANIEL  
DEPUTY DIRECTOR  
(213) 978-1273  
FAX: (213) 978-1275  
INFORMATION  
www.planning.lacity.org

August 3<sup>rd</sup>, 2012

Michael Harris  
Sherman Way West Hills Partners  
22801 Ventura Bl. #111  
Woodland Hills, CA 91364

Re: Parcel Map Exemption No.AA-2012-0948-PMEX  
Zone: A1-1  
District Map No. 183B093  
Council District No. 3

The Advisory Agency has found the adjustment of the common lot line(s) between the parcels on the map dated June 22, 2012 at 23130 West Sherman Way to be exempt from a parcel map, (Municipal Code Section 17.50-B,3(c)).

**HOWEVER, ALL REQUIRED DOCUMENTS (SEE ATTACHED) MUST BE RECORDED TO LEGALLY ADJUST THE LOT LINE, AND COPIES RETURNED TO 200 NORTH SPRING STREET, ROOM 721, LOS ANGELES, CA 90012.**

The approval does not relieve the owners from other applicable sections of the Municipal Code, nor from the responsibility for the correct legal descriptions on all documents. Further, the Advisory Agency finds that the adjustment of the common lot line(s), is exempt from the provisions of the California Environmental Quality Act (CEQA) per City CEQA Guidelines.

The above action becomes effective upon the mailing of this letter, unless an appeal has been submitted in person on Form CP-7769 before 5:00 p.m. by August 20<sup>th</sup>, 2012.

MICHAEL J. LOGRANDE  
Advisory Agency

Garland Cheng  
Deputy Advisory Agency

GS:SJP

Attachment - Required Documents and Procedures

CP-1842 (12/03/98)

### **REQUIRED DOCUMENTS AND PROCEDURES TO COMPLETE A LOT LINE ADJUSTMENT**

Now that the Deputy Advisory Agency has approved your lot line adjustment, if an ownership has deeds of trust, provide appropriate proof of beneficiary approval (reconveyance or beneficiary approval letter) and submit with all required deeds to Susan Palmas: **City Hall, 200 North Spring Street, Room 721**.

#### **DEED REVIEW & APPROVAL**

New Grant Deeds, Trust Deeds, etc, will be reviewed and stamped by staff. Upon approval of the deeds, a Certificate of Compliance (C of C) will be issued **DO NOT RECORD ANY GRANT DEEDS PRIOR TO STAFF REVIEW**. (Recorded deeds without City stamp will not be accepted). Staff will return all original documentation to the applicant and it's the responsibility of the applicant to record all documents with the Los Angeles County Recorder's Office.

#### **PREPARATION OF DEEDS**

- **Use a standard Grant Deed**
- For all deeds, type **See Exhibits "A" and "B"** in the space for legal description. (Attach the appropriate legal descriptions (Exhibit A) and approved map (Exhibit B) to the deeds.) Also, to avoid tax reassessment, the face of the deed(s) should state:

**THE RECORDING IS NOT FOR CONSIDERATION BUT FOR THE PURPOSE OF ADJUSTING THE BOUNDARY LINES PER LOT LINE ADJUSTMENT CASE NO. AA-2012-0948-PMEX.**

- **Single "Comprehensive" Deed:** "Comprehensive" means a deed wherein the parcels after a conveyance are legally described and the **grantor** and **grantee** are the same. When the adjustment involves multiple parcels owned by a common ownership only 1 deed is required.
- **Multiple Deeds:** When the adjustment involves multiple ownerships, where one ownership is transferring or conveying a portion of property to another ownership, one or more grant deeds must be prepared as follows:
  - **\*Conveyance Deed:** Prepare a deed(s) for each conveyance of portions of property from one ownership (the grantor) to another ownership (the grantee).
  - **\*\*"Comprehensive" Single Ownership Deed:** Prepare a Single "Comprehensive" Ownership Deed, as explained above, **for each separate ownership involved**.

#### **LEGAL DESCRIPTIONS**

All legal descriptions for areas to be conveyed and legal descriptions for the adjusted properties must be typed on individual 8½ x 11 paper.

However, when the adjustment involves a common ownership of multiple parcels, the adjusted parcels should be listed sequentially and labeled Parcels 1, 2, 3, etc.

#### **FINAL COMPLETION**

In order to have final completion of the Lot Line Adjustment, **Return one certified copy of all deeds and three certified copies of the C of C's** to Susan Palmas at: **City Hall, 200 North Spring Street, Room 721, Los Angeles**.