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CITY OF SIERRA MADRE
PLANNING & BUILDING

TRANSMITTAL

To: Clare Lin
 Associate Planner
 232 W Sierra Madre Blvd.,
 Sierra Madre, CA 91024
Phone: (626) 355-1536

Date: July 7, 2021
Project: SIERRA MADRE
Job No.: 1972-001-02

Sent Via: Mail Overnight (UPS) Messenger Other

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 Plan Checking Your Signature Other

Copies	Description
1	Lot Line Adjustment Application – City of Sierra Madre
1	Certificate of Compliance Form
1	Owner’s Affidavit
1	Muni-Code Letter (Response to Comments)
1	Legal Descriptions (Existing, Proposed Parcel 1 and Proposed Parcel 2)
1	Closure Report
1	Title Report

Comments:
From: Kurt Troxell,
CC: Winnie Tham, PE

RECEIVED



City of Sierra Madre Lot Line Adjustment Application

232 W. Sierra Madre Blvd. Sierra Madre, CA 91024
626-355-7135 Fax: 626-355-2251

Date Received
JUL 07 2021

CITY OF SIERRA MADRE
PLANNING & BUILDING

Project No.

Project Location 700 N. Sunnyside Ave.

APN # 5761-002-008 General Plan & Zoning Institutional -I

Exact Legal Description: _____

See Attachment A

Applicant Requests: Adjust property lines of the existing 3 lots to create
2 new lots.

Type of City Review

Lot Line Adjustment

Environmental Fee
\$ _____ (TBD)

TOTAL \$ _____

Applicant Information

Name: The Congregation of the Passion, Mater Dolorosa Community

Address: 700 N. Sunnyside Ave.
Sierra Madre, CA

- Owner
- Escrow
- Lessee
- Other

H: (773) 266-5795 F: _____

W: _____

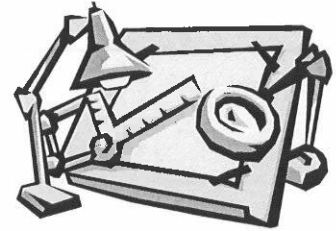
If required:

COVENANTS, CONDITIONS AND/OR RESTRICTIONS:

SIERRA MADRE MUNICIPAL CODE (Sections) (For Office Use Only)

Engineer/Surveyor Information

Company: Fusco Engineering Contact: Kurt Troxell
 Address: 16795 Von Karman, Suite 100 Phone: (949) 474-1960
Irvine, CA 92606 Fax: (949) 474-5315



Appeal

If any person is aggrieved by a decision, an appeal may be filed to a higher decision-making body. For further information please contact the Department of Development Services for the procedure and time constraints.

For Office Use Only

Cultural Heritage Commission

Date: _____

Action: _____

City Council Appeal

Date: _____

Action: _____

Tree Advisory Commission

Date: _____

Action: _____

CRA

Date: _____

Action: _____

**Application Completeness**

- Master Application – filled out completely, signed and notarized.
- Owner's Statement for a Certificate of Exception.
- Submittal Checklist.
- Processing Fee.
- Preliminary Title Report (not older than 60 days) for each existing parcel involved.
- Recorded Grant Deed: provide a copy of the Grand Deed of each existing parcel involved.
- Quitclaim Deed: including the Legal Description of the area to be relinquished signed and stamped by a land surveyor registered in the State of California.
- Grant Deed: provide a copy of the new Grant Deed for our review. Upon approval of the lot line adjustment, we will require that it be recorded to reflect the adjusted parcels.
- Los Angeles County Assessor's Map(s): maps must show all subject parcels.
- Legal Descriptions of existing and proposed parcels signed and stamped by a Land Surveyor registered in the State of California.
- Site Photos: provide a minimum of four (4) photos of the project site and surrounding area showing walls, trees and existing structures.

Application Completeness (cont'd)

Site Plan (provide four (4) copies, drawn on sheets no larger than 24" by 36", folded to approximately 8½" by 11" with the Lot Line Adjustment number (to be assigned at the time the application is submitted) displaying on the front. Please include the following information on the site plan:

- A) Title of site plan as follows: " LOT LINE ADJUSTMENT NUMBER _____ "
- B) North arrow (oriented to the top of the sheet) and scale (minimum of 1" = 40').
- C) Vicinity Map showing the subject properties and major surrounding streets.
- D) Name, address and phone number of all legal owner(s) and person(s) preparing the map.
- E) Date of map preparation.
- F) Address and Assessor's Parcel Number's) of the subject parcels.
- G) Existing Zoning designation of all subject parcels.
- H) Existing and proposed square footages of all parcels.
- I) All affected parcels in their entirety.
- J) Number each proposed parcel as Parcel 1, Parcel 2, etc.
- K) Solid lines to indicate existing property lines (include their dimensions) and dotted lines to indicate proposed lot lines (include their dimensions).
- L) Gross and net parcel areas of existing and proposed parcels.
- M) Distance from the property line to the centerline on any existing major streets.
- N) Existing topography at 5' or 10' contour intervals (or as appropriate).
- O) Location of all existing buildings, structures, trees, and/or other improvements and their distance from property lines. Include square footages of all buildings and improvements.
- P) Front, side and rear yard dimensions.
- Q) Side distances and bearings of existing and proposed parcels.
- R) Closure calculations, with areas, for each reconfigured lot resulting from the lot line adjustment (this may be provided on separate sheets).
- S) Widths and alignments of all existing and proposed public and private easements located within the exterior boundaries of the subject parcels. If access to subject parcels is provided across private property, please include proof of legal right to utilize such access.
- T) Names, locations, and widths of adjoining highways and streets.
- U) Location of all driveways and internal rights-of-way.
- V) Location and flow of all defined watercourses.
- W) Drainage pattern.
- X) Location of existing sewage disposal systems. If a new septic system is needed as a result of the lot line adjustment, a copy of a feasibility study prepared in accordance with Los Angeles County Department of Health Services, must be provided.

Provide separate Certificates of Compliance for each parcel resulting from the lot line adjustment (blank form may be obtained from Development Services Department).

Application Completeness: Only applications that include all of the required documents described on the following page will be deemed "complete." The Department of Development Services retains the right to review documents and determine that they are adequate in their ability to convey the applicant's request to the decision making body. Applicants will be notified if the application is not complete, within 30 days of filling the application and paying all required fees.

Refund: Applicants will be entitled to refunds of relevant fees only if an application has been submitted and received in error by City Staff. Fees will not be refunded to an applicant who decides not to pursue a project which has been submitted.

The City will work with one individual, or firm, who is the "applicant." It is expected that the applicant will convey all project related information to the individuals involved in the project.



Certification

I certify that I am presently the legal owner of the above described property. Further, I acknowledge the filling of this application and certify that all of the above information is true and correct. (If the undersigned is different from the legal property owner, a letter of authorization must accompany this form.)

I have read and agree to comply with the above stated conditions:

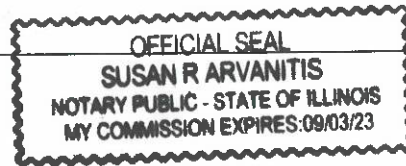
KEITH A. ZEKIND

Name of Applicant

Signature

Name of 2nd Applicant

Signature



Susan R. Arvanitis

Notary Public

6-29-21

Date



City of Sierra Madre

ENTRY ONTO PRIVATE LAND

In the performance of their functions, the members of the Planning Commission and the staff of the City of Sierra

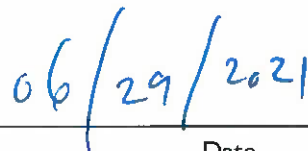
Madre may enter upon my land located at 700 N. Sunnyside Ave., Sierra Madre

and make examinations provided that the entries and examinations do not interfere with the use of the land by

those persons lawfully entitled to the possession thereof.



Signature of Land Owner



Date



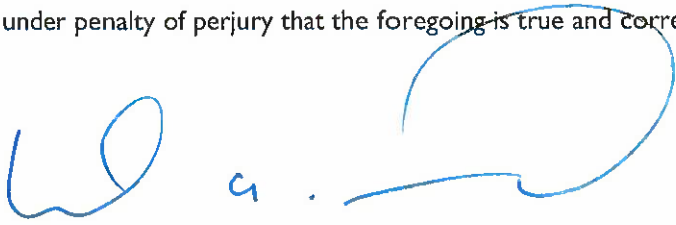
City of Sierra Madre

OWNER'S AFFIDAVIT

I am the owner of the property located at 700 N. Sunnyside Ave., Sierra Madre.

I have read the foregoing application for the planning permits and know the contents thereof and give the City of Sierra Madre permission to process such permits.

I certify under penalty of perjury that the foregoing is true and correct.



Signature

Please print: Name Keith A. Zekind

Address

660 Busse Highway

Park Ridge, IL 60068

Telephone

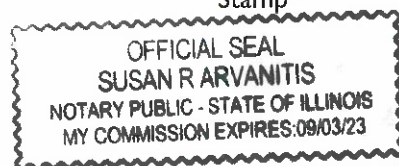
(773) 226-5795

Subscribed and sworn to me this 29th day of JUNE, 20 21.

Notary Public

Susan R. Arvanitis

Stamp



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 Illinois)

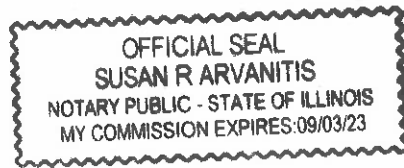
County of COOK)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, do hereby certify that Keith A. Zekind, personally known to me to be the Assistant Treasurer of THE CONGREGATION OF THE PASSION, MATER DOLOROSA COMMUNITY, a California not-for-profit corporation, and the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed the foregoing instrument as his free and voluntary act and as the act and deed of such corporation for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this 29th day of June, 2021.

Commission Expires: 9-3-23

Susan R. Arvanitis
Notary Public



RECORDING REQUESTED BY
CITY OF SIERRA MADRE
AND WHEN RECORDED MAIL TO
CITY OF SIERRA MADRE
232 W. SIERRA MADRE BLVD
SIERRA MADRE CA 91024

SPACE ABOVE THIS LINE FOR RECORDER'S USE

CERTIFICATE OF COMPLIANCE FOR LOT LINE ADJUSTMENT NO. ____

Record Owner(s): The Congregation of the Passion, Mater
Dolorosa Community, a California non-
Profit corporation

Site Addresses:
1) 700 N. Sunnyside Avenue, Sierra Madre

Assessor Parcel Number: 5761-002-008

We hereby determine that the resulting parcel(s) from this Lot Line Adjustment comply(ies) with the applicable provisions of the Subdivision Map Act, the Sierra Madre Municipal Code, the Sierra Madre General Plan, and Zoning ordinances .

The approval of this certificate of compliance by the city is conditioned upon:

- a.) Applicants to execute and record new deeds for parcels affected by this lot line adjustment.
- b.) Loan company or any other entity holder of the deeds of the lots affected by this lot line adjustment must be notified in writing by applicant. Title Insurance company to be notified the same. Owner to submit written evidence to this effect.
- c.) Applicant(s) and engineer of record to submit a written statement , that no utilities or easements are affected by this lot line adjustment with signature and stamp of civil engineer of record.
- d.) Applicant(s) and Engineer of record to submit a written statement , that no driveway or access easement will be blocked.

I(we) record owner(s) of property(ies) affected by this lot line adjustment am/are aware of the requirements (a)-(d) above and promise to comply with these requirements. I/we also understand that failure to comply with (a) through (d) may not validate the lot line adjustment, and will result in the denial of the certificate of compliance by the City.

Applicant's Signatures:

Owner 1:  (must be notarized)

KEITH A. ZECKIND

Vincent Gonzales, Community Development Director

DATE

Chris Cimino , Public Works Director

DATE

Kev Tcharkhoutian , City Engineer

DATE

Attachments:

1. LOT-LINE ADJUSTMENT MAP(8x11) SHOWING EXISTING & PROPOSED PROPERTY LINES
2. LEGAL DESCRIPTIONS FOR FINAL RESULTING PARCELS

June 17, 2021

Mr. Kev Tcharkhoutian P.E.
CITY OF SIERRA MADRE

**Re: Lot Line Adjustment – 700 N. Sunnyside
Municipal Code 16.20.020A Compliance**

Dear Kev:

The proposed lot line adjustment provides for the the consolidation and reconfiguratin of three (3) existing lots resulting in two (2) parcels vested under a single ownership. This proposal complies with the City Municipal Code 16.20.02, Subsection A, as follows:

- A.1. This proposal does not create any new lots.
- A.3. This prososal does not change the dispositon or impair existing access or create a need for access to any adjacent lots or parcels.
- A.4. This prososal does not change the dispositon or impair existing easements or create the need for any new easements serving adjacent lots or parcels.
- A.7. This proposal does not change the disposition of existing cross-lot drainage as the resulting parcels are under single ownership.

Sincerely,

FUSCOE ENGINEERING, INC.



Kurt R. Troxell, PLS
Senior Mapping Manager

CS:kt

LLA submittal Package

cc: W. Tham - FEI
J. Frankle - ALTA

