

Processing guidelines for bundled LLA / ROS application:

- 1) Applicant should submit all required documents for LLA/ROS at the time of submittal.
- 2) Within 20 days of submittal, PW will contact the surveyor regarding completeness of the ROS documentation necessary and any redline comments attached.
- 3) Within 30 days of submittal, PW will contact the applicant/surveyor regarding completeness of the LLA application.
 - a) If the LLA application is complete, it will move forward per the current LLA guidelines (17.46)
 - b) If the LLA is incomplete, surveyor/applicant must submit required documentation within 35 days of the date of the incomplete letter
- 4) The LLA when deemed complete will follow current LLA guidelines for approval.
- 5) The ROS will be in a limbo/holding status while the LLA is processed- except for any additional work required on the part of the surveyor to meet all ROS requirements.
- 6) After the LLA has been granted tentative approval, new deeds will be required and reviewed. The legal descriptions in the deeds should exactly match the submitted ROS checkprint.
- 7) Once PW determines the deeds are in exact conformance with the ROS map and substantial conformance with the LLA map, staff will notify the surveyor to send a copy of the signed stamped mylar and also copies of the new legal descriptions, signed and stamped.
- 8) PW will work with the applicants Title Company in regard to timing of payments of any property taxes due on the LLA, modification of deeds of trust, etc.
- 9) PW will coordinate with Title regarding recording the LLA and adding any necessary information to the ROS mylar- all documents should record concurrently with the LLA recording first.

Statement for face of ROS map:

"This map is being recorded to document the parcel boundaries as established by LLA# _____,
NCRs _____, _____, _____"