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 __________________,____________________,__________________,____________________"