



County of El Dorado  
**COUNTY SURVEYOR**  
360 Fair Lane, Placerville, CA 95667  
Phone: (530) 621-5440  
Email: [surveyor@edcgov.us](mailto:surveyor@edcgov.us)  
[www.edcgov.us/surveyor](http://www.edcgov.us/surveyor)

## **Lot line Adjustment and Merge**

Lot Line Adjustment applications are utilized whenever lot line adjustments are proposed between existing adjoining lots, up to a maximum of four lots per application. In this process, land is taken from one lot and added to an adjoining lot. In no case are any new lots created.

This application is also used in certain instances, where adjoining lots under common ownership are proposed to be merged into a single lot.

### **REQUIRED FINDINGS**

A lot line adjustment and merge cannot be permitted without the approval of the County Surveyor's Office. The initial application is submitted to the office of the County Surveyor to determine if it complies with County zoning and General Plan requirements. If approved, a Lot Line Adjustment package needs to be provided to the County Surveyor's Office for review, approval, and recording of the map and other documents. The lot line adjustment shall be reflected in a deed and recorded. No tentative map, parcel map, or final map shall be required as a condition of the approval of a lot line adjustment. No Record of Survey shall be required for a lot line adjustment unless required by Section 8762 of the Business and Professions Code, per the Subdivision Map Act Section 66412 (d) and 66451.10 (b)(1).

A lot line adjustment, boundary line agreement or merge cannot be approved and recorded unless the following findings have been established:

1. The real property taken from a lot is added to an adjoining lot of real property. Adjoining lots in one lot line adjustment may adjoin by separate points or lines in a series and do not have to all share the same point or line.
2. A greater number of lots than originally given are not thereby created.
3. All record title interest holders have consented to the adjustment.
4. The resulting lots conform to the General Plan and Zoning Ordinance.
5. Exceptions to the minimum lot size for the respective zone meet the requirements (refer to Subdivision Ordinance 120.53.070).
6. Real property taxes are current on all lots involved. (taxes must be current by the completion of the process).
7. A boundary line agreement must also meet the following finding: The common property line between two adjoining lots must be unclear as to its certain

location.

8. A merger of lots creates a lesser number of lots than originally existed.

## **PROCESS**

1. Applicant/agent prepares all required application information and makes an appointment to discuss the types of documents needed for the recording process. To schedule an appointment with the County Surveyor's Office call (530) 621-5440.
2. Application is distributed to all pertinent departments for review/comment.
3. A determination letter is then transmitted to the applicant and the surveyor.
4. Applicant's surveyor delivers a submittal package for review of technical corrections in conformance with the State Subdivision Map Act, Business and Professions Code and local ordinance.
5. Applicant submits Tax Form and applicable fee to the County Treasurer/Tax Collector to obtain the Tax Certificate noting property taxes on all parcels are current.
6. Documents with applicable fees are recorded.

## **TIMING**

Steps 2 and 3 in the Process sections above are usually completed within three to six weeks from submission. During high demand times of the year, there may be a longer than normal completion time.

Steps 4 through 6 in the process sections above require documents and lender approval. Timing depends on the schedule of your surveyor, lender, title company and the complexity of the properties' title.

## **FEES**

The initial Lot Line Adjustment application will require a minimum deposit, (to be determined at the consultation), as well as any other applicative fees. Any additional time over 5.5 hours will be billed "time and materials" at the current department hourly rate.

## **APPLICATION**

The application and submittal requirements are attached to this information packet, please contact the County Surveyor's Office at (530) 621-5440 for general assistance and submittal requirements.

## **APPOINTMENT**

Applications are accepted by appointment only: To schedule an appointment call (530) 621-5440. Please have all required submittal information completed before your

appointment.

## **APPEALS**

The decision of the County Surveyor's Office may be appealed to the County Surveyor within 10 working days from the date of decision. Appeals must be filed, along with the applicable fee as established by resolution of the Board of Supervisors.

For further information on the appeals process, refer to Subdivision Ordinance Sec. 120.53.090.

## **EXPIRATION**

Final recordation of the lot line adjustment must occur within one year from either the approval date, end of the appeal period, or from the final decision on an appeal, whichever comes later. Two one-year time extensions can be allowed subject to written request of the applicant, and approval by the Surveyor's Office. Failure to record within this time will result in the expiration of the lot line adjustment, refer to Subdivision Ordinance 120.53.100.

## Lot line Adjustments and Merge Application Required Information

The application will be deemed incomplete and not be accepted if all the required information is not provided. All documents, exhibits and maps must be folded to 8 ½" x 11".

All lot line adjustment applications must have the following to be reviewed prior to approval.

- Application form and agreement for payment of processing fees are complete and signed.
- Letter of Authorization from all property owners authorizing agent to act as applicant, when applicable.
- Proof of Ownership (Grant Deed). If the subject property(ies) are encumbered by a Deed of Trust or loan, it will be necessary for the applicant to provide written verification from the beneficiaries stating that they will accept additional property, or release a portion of property, or both prior to the completion of the project.
- Current Preliminary Title Report(s) for subject property(ies), no less than 90 days old.
- Tahoe Regional Planning Agency (TRPA) approval, if applicable.
- One full-size site plan drawn to scale and of sufficient size to allow for a clear delineation of the following information, if applicable, and one 11" x 17" version of the full-size site plan. The following items (h, i, j, & k) must include dimensions to the proposed boundary line.
  - a. \_\_\_ entire parcel showing perimeter with dimensions & Assessor's Parcel Number
  - b. \_\_\_ north arrow and scale bar
  - c. \_\_\_ scale
  - d. \_\_\_ existing property lines (shown as dashed line)
  - e. \_\_\_ proposed property lines (shown as solid line)
  - f. \_\_\_ acreage of existing lots
  - g. \_\_\_ acreage of resulting lots
  - h. \_\_\_ all existing and proposed structures
  - i. \_\_\_ exact location of public water and waste water purveyors
  - j. \_\_\_ exact location of existing and proposed septic systems and wells
  - k. \_\_\_ exact location of all roads and utility easements, including the purpose and width
  - l. \_\_\_ percent of grade on proposed road easements
  - m. \_\_\_ accurate dimensions on those areas affected by the proposed adjustment
  - n. \_\_\_ signature block for County Surveyor's Office to approve

Approved by County Surveyor's Office: \_\_\_\_\_

Date: \_\_\_\_\_

**EL DORADO COUNTY SURVEYOR  
Lot Line Adjustment and Merge Application**

File # (assigned by the County) \_\_\_\_\_

Property Owner #1 \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

APN \_\_\_\_\_ Property Size \_\_\_\_\_ Zone \_\_\_\_\_ GPD \_\_\_\_\_ TRA \_\_\_\_\_

Property Owner #2 \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

APN \_\_\_\_\_ Property Size \_\_\_\_\_ Zone \_\_\_\_\_ GPD \_\_\_\_\_ TRA \_\_\_\_\_

Property Owner #3 \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

APN \_\_\_\_\_ Property Size \_\_\_\_\_ Zone \_\_\_\_\_ GPD \_\_\_\_\_ TRA \_\_\_\_\_

Property Owner #4 \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

APN \_\_\_\_\_ Property Size \_\_\_\_\_ Zone \_\_\_\_\_ GPD \_\_\_\_\_ TRA \_\_\_\_\_

Applicant/Agent \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Land Surveyor \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Location: The property is located on the N S E W side of \_\_\_\_\_

\_\_\_\_\_ feet/miles N S E W of the intersection with \_\_\_\_\_ in the \_\_\_\_\_ area.

Purpose for Lot Line Adjustment and/or Merge:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

I, Karen E. Coleman, hereby certify that according to the records of this office, there are no delinquent taxes owed on the above referenced Assessor's Parcels (APN). This statement is valid through\_\_\_\_\_.

Date \_\_\_\_\_ By \_\_\_\_\_  
Karen E. Coleman, Treasurer-Tax Collector, Deputy

Approval of this application must be referred to your title company for any necessary modifications of prior deeds of trust or any other encumbrance that may need to be modified

**EL DORADO COUNTY SURVEYOR**  
**LOT LINE ADJUSTMENT Submittal**  
**LLA # \_\_\_\_\_**

Invoices to: \_\_\_\_\_ Address: \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

2 Paper Copies and PDF of draft map

Closures w/ % error of  Entire Boundary  Proposed Parcels or Tracts

2 Copies preliminary parcel description; Transfer Description(s) & Resultant description(s) (unless under common ownership in which case Transfer not needed)

Closures w/ % error of LLA portion of parcel(s)

11" x 17" copy of Assessors Map and adjoining Assessors Maps, if needed

Full size or reduced to minimum of 11" x 17" copy of all recorded or unrecorded maps or exhibits referenced and full size copies of all documents referenced on the map

Adjoining maps, if adjoining properties have recorded maps

Adjoining grant deeds, if adjoining properties are not referenced by a recorded map

Current Preliminary Title Report (less than 90 days old)

Open Escrow Account (where applicable)

Copies of Vesting Deeds

Legible copies of all easements referenced in the Title Report Exceptions

County Surveyor's Office Approval

Contact Information for Title Company:

*Title Co:* \_\_\_\_\_

*Contact Name:* \_\_\_\_\_ *Phone #:* \_\_\_\_\_

**Note: All items must be legible and submitted with this checklist to be placed in line for map checking. All costs associated with researching and producing copies of missing or illegible items will be charged to the Surveyor of Record.**

**Any information missing from the above submittal package list will be deemed incomplete and will delay the progress of the project.**

## EL DORADO COUNTY SURVEYOR

### MERGE Submittal LLA # M

Invoices to: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

- 2 Copies preliminary Resultant Parcel description (Merged Parcels)
- 11" x 17" copy of Assessors Map and adjoining Assessors Maps, if needed
- Full size or reduced to minimum of 11" x 17" copy of all recorded or unrecorded maps or exhibits referenced and full size copies of all documents referenced on the map
- Adjoining maps, if adjoining properties have recorded maps
- Adjoining grant deeds, if adjoining properties are not referenced by a recorded map
- Open Escrow Account (where applicable)
- Current Preliminary Title Report (less than 90 days old)
- Copies of Vesting Deeds
- Legible copies of all easements referenced in the Title Report Exceptions
- County Surveyor's Office Approval
- Contact Information for Title Company:

Title Co: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Note: All items must be legible and submitted with this checklist to be placed in line for map checking. All costs associated with researching and producing copies of missing or illegible items will be charged to the Surveyor of Record.**

**Any information missing from the above submittal package list will be deemed incomplete and will delay the progress of the project.**