



**EL DORADO COUNTY PLANNING SERVICES**  
2850 Fairlane Court, Placerville CA 95667

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(530) 621-5355 | fax: (530) 642-0508 | <http://www.edcgov.us/planning>

This packet is available on our website.

## **LOT LINE ADJUSTMENT, BOUNDARY LINE AGREEMENT & MERGE (Revised 4/09)**

### **PURPOSE**

Lot line adjustment and boundary line agreement applications are utilized whenever lot line adjustments are proposed between two to four existing adjoining lots. In this application, 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 those instances where adjoining lots under common ownership are proposed to be merged into one lot.

### **REQUIRED FINDINGS**

A lot line adjustment or boundary line agreement and merge cannot be permitted without the approval of the Development Services Department, County Surveyor, and County Treasurer / Tax Collector. The initial application is made to Planning Services to determine if it complies with County zoning and General Plan requirements. If approved, the final application is made to the County Surveyor for review, approval, and recording of the map and other documents.

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

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 existed 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 under Section 16.53.070; and
6. Real property taxes are current on all lots involved in the proposed lot line adjustments.

A boundary line agreement must also meet the following finding:

7. The common property line between two adjoining lots must be unclear as to its certain location.

## **PROCESS**

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application to Planning Services.
2. Application is distributed to Environmental Management and/or the Department of Transportation, when applicable.
3. Recommendation from Environmental Management and/or the Department of Transportation is returned, when applicable.
4. Development Services Director reviews the application, and if a determination to approve is made, an approval letter is transmitted to the applicant and to the County Surveyor.
5. Applicant's surveyor contacts the County Surveyor regarding the type of map or recording document required.
6. Applicant's surveyor submits draft map, documents, and applicable fee to County Surveyor.
7. County Surveyor reviews submitted maps and documents for accuracy and conformance with the State Subdivision Map Act and local ordinance.
8. 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.
9. Map/documents recorded.

## **TIMING**

Step 4 is usually completed within three weeks from submittal. The remaining process normally requires a survey and preparation of a map and documents. Timing depends on the schedule of your surveyor and Title Company. Review of the map and documents by the County Surveyor can usually be completed within four weeks. Obtaining the executed maps and documents may take longer depending on the complexity of your Property Title.

## **FEES**

Current application fees may be obtained by contacting Planning Services at (530) 621-5355, or by accessing Planning Service's online fee schedule at: <http://www.edcgov.us/planning>.

## **APPLICATION**

If the application and submittal requirements are not attached to this information packet, please contact Planning Services. You may also call Planning Services at (530) 621-5355 for general assistance. For questions regarding the type of map which will be required for final recording, call the County Surveyor's Office at (530) 621-5440.

## **APPOINTMENT**

Applications are accepted by appointment only. Please call ahead to Planning Services at (530) 621-5355 for an appointment with a planner when you are ready to submit your application. Please have all required submittal information completed before your appointment. Appointments are generally made at the convenience of the applicant, subject to planner availability.

## **APPEALS**

The decision of Planning Services may be appealed to the Development Services Director 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, the applicant is advised to review Section 16.53.090 of the County Code.

## **EXPIRATION**

Final recordation of the lot line adjustment must occur within one year from either the 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, accompanied by a fee as established by resolution of the Board of Supervisors, and approval by the Department. Failure to record within this time will result in the expiration of the lot line adjustment (Section 16.53.100).



## EL DORADO COUNTY PLANNING SERVICES

### REQUIRED SUBMITTAL INFORMATION

for

### LOT LINE ADJUSTMENT, BOUNDARY LINE AGREEMENT & MERGE

The following information must be provided with all applications. If all the information is not provided, the application will be deemed incomplete and will not be accepted. For your convenience, please use the check (√) column on the left to be sure you have all the required submittal information. **All plans and maps MUST be folded to 8 1/2" x11"**.

Check  
(√)

Applicant    County

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1) Application form completed and signed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) <u>Letter of authorization from all property owners authorizing applicant/agent to act on their behalf.</u>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Proof of ownership (Grant Deed), if the property has changed title since the last tax roll.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) A copy of official Assessor's map, showing the property outline in red.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5) <u>Five (5) site plans drawn to scale and of sufficient size to allow for a clear delineation of the following required information (if applicable). Six (6) site plans required if the application involves the Department of Transportation.</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Show entirety of parcels with dimensions.   |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow   |
| <input type="checkbox"/> | <input type="checkbox"/> | Scale   |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing property lines (dashed ---)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Proposed property line boundaries (solid ——)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Acreage of existing lots  |
| <input type="checkbox"/> | <input type="checkbox"/> | Acreage of resulting lots   |
| <input type="checkbox"/> | <input type="checkbox"/> | All existing and proposed structures  |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify public water and waste water purveyors and location  |
| <input type="checkbox"/> | <input type="checkbox"/> | Exact location of existing and proposed septic system and wells   |
| <input type="checkbox"/> | <input type="checkbox"/> | Exact location of all roads and utility easements, including the purpose and width  |
| <input type="checkbox"/> | <input type="checkbox"/> | Percent of grade on proposed road easements   |
| <input type="checkbox"/> | <input type="checkbox"/> | Accurate dimensions on those areas affected by the proposed adjustments   |
| <input type="checkbox"/> | <input type="checkbox"/> | Signature block for Development Services Department approval, as follows:   |

Approved by Development Services Director: \_\_\_\_\_

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

Check  
(√)

Applicant    County

       6)    An 8 ½ x 11" vicinity map showing the location of the project in relation to the distance to major roads, intersections, and town sites.

       7)    The existing lots were created originally by (check):

Subdivision,  Parcel Map,  Clear Certificate of Compliance, or

Proof of Development eligibility.

If created by other than a Subdivision, Parcel Map, or a clear Certificate of Compliance, you will be a required to show proof of development eligibility prior to submitting this application.

**NOTE:    APPLICATIONS WILL BE ACCEPTED BY APPOINTMENT ONLY.    MAKE YOUR APPOINTMENT IN ADVANCE BY CALLING PLANNING SERVICES AT (530) 621-5355.**

**STAFF ONLY**  
Legal Parcel Review

   Okay. No further review required.

   Needs further review.



FILE # \_\_\_\_\_

# EL DORADO COUNTY DEVELOPMENT SERVICES DEPARTMENT

## Lot Line Adjustment, Boundary Line Agreement & Merge Application

**PROPERTY OWNER** \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

APN \_\_\_\_\_ Property Size acres/sq.ft. \_\_\_\_\_ Zoned \_\_\_\_\_ GPD \_\_\_\_\_ TRA \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

APN \_\_\_\_\_ Property Size acres/sq.ft. \_\_\_\_\_ Zoned \_\_\_\_\_ GPD \_\_\_\_\_ TRA \_\_\_\_\_

**\*List Additional Property Owners on Separate Sheet\***

**APPLICANT/AGENT** \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**ENGINEER/SURVEYOR** \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

Mailing Address \_\_\_\_\_  
P.O. Box or Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**LOCATION:** The property is located on the \_\_\_\_\_ side of \_\_\_\_\_  
N / E / W / S Street or Road

\_\_\_\_\_ of the intersection with \_\_\_\_\_ in the \_\_\_\_\_ area.  
N / E / W / S Major Street or Road Community

PURPOSE FOR Lot Line Adjustment/Boundary Line Agreement Merge:

X \_\_\_\_\_ Date \_\_\_\_\_  
Signature of property owner or authorized agent

I, C.L. Raffety, 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 \_\_\_\_\_

Dated \_\_\_\_\_ By \_\_\_\_\_  
C.L. Raffety, Treasurer-Tax Collector, Deputy

### FOR OFFICE USE ONLY

Date \_\_\_\_\_ Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Rec'd by \_\_\_\_\_

Census \_\_\_\_\_ Supervisor District \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

### ACTION BY DEVELOPMENT SERVICES DIRECTOR

### ACTION BY COUNTY SUPERVISOR

Date \_\_\_\_\_  
(expires one year from date of approval)

Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Development Services Director

County Surveyor

**NOTE:** 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.  
Distribution: File/Planning Surveyor (03/09)