

**Office of Development and
Code Services
Michael Penrose
Deputy County Executive**



Divisions
Building Permits & Inspection
Code Enforcement
County Engineering
Construction Management and Inspection

LOT LINE ADJUSTMENT APPLICATION and INSTRUCTIONS

Applicant

Name: _____ Contact Person: _____
Address: _____
Mailing Address _____ *City* _____ *State* _____ *Zip Code* _____
Phone: _____ E-mail _____

Property Owner

Name: _____ Date: _____
Site Address: _____
Assessor's Parcel Number _____ *Street Address* _____ *City* _____ *State* _____ *Zip Code* _____
Address: _____
Mailing Address _____ *City* _____ *State* _____ *Zip Code* _____
Phone: _____ E-mail _____

Owner's Signature: _____ *Date:* _____

Property Owner

Name: _____ Date: _____
Site Address: _____
Assessor's Parcel Number _____ *Street Address* _____ *City* _____ *State* _____ *Zip Code* _____
Address: _____
Mailing Address _____ *City* _____ *State* _____ *Zip Code* _____
Phone: _____ E-mail _____

Owner's Signature: _____ *Date:* _____

NOTE: Additional entitlements being required as a result of this application will require additional application fees. Examples of this are parcels having a Williamson Act contract, and resultant parcels having split zoning. We suggest that you consult with the Planning Department in advance to discuss fees related to these scenarios.

Instructions

Application Submittal

Submit completed Lot Line Adjustment application form (*above*) as well as the documents being listed below:

1. One (1) copy of a 11" x 17" site plan being drawn to scale. New boundary lines shall be drawn in a manner that clearly distinguishes them from existing boundary lines. Site plan should accurately show all structures, driveways, easements, protected trees, septic tanks, leach fields and wells (*if applicable*).
2. A complete "Chain of Title" for all parcels/lots not created by a Final Map (*subdivision map*) or Parcel Map. This chain of title shall list the chronological order of all conveyance documents for each individual parcel. The chain shall begin with the most recent deed and go back to, at a minimum, to the creating document or to the first deed recorded prior to December 1, 1965. It may be necessary for applications containing sectionalized land parcels to provide a comprehensive chain of title back to the original sovereign patent. Please consult Surveys.
3. Preliminary Title Report *or* a "Limited Liability Coverage Policy" (*this item must include Tax, Deed of Trust and Bond information*).
4. If a Deed of Trust encumbers one or more of the parcels involved with this application, then a letter of consent from each lender must be submitted consenting to the lot line adjustment. The letter of consent shall be signed by the lender and notarized. New Deeds of Trust being signed by the lender(s) will satisfy this requirement.

NOTE: All submittals shall be provided electronically, as separate individual documents, in a digital PDF format.

Application Completeness Review

Your Lot Line Adjustment application will be reviewed for completeness. If your application is deemed incomplete, you will receive a letter (*or E-mail*) from the Sacramento County Survey Section requesting additional information.

Application Review

Once your application is deemed complete, it will be reviewed by Survey Section staff, and other County agencies for:

- a. Compliance with the Zoning Code, General Plan, and other county policies (*See "Note" under COST above*)
- b. Lawfulness of parcels
- c. Any other applicable comments

Additional Documents to be Submitted

Once all departments and agencies have completed review and if all involved parcels are deemed to be lawful, you will be required to submit the documents listed below:

Note: You may submit these items with your initial application.

1. Descriptions and exhibit drawings of the existing parcel configurations; descriptions and exhibit drawings of the transfer portion(s); and descriptions and exhibit drawings of the resultant parcels; all in accordance with Section 8761 of the State of California Business and Professions Code.
2. When the subject property(ies) are encumbered by a Deed of Trust (*bank loan, private loan, etc.*), it

will be necessary to provide a signed written verification from the beneficiaries stating that they will accept additional property, or release a portion of the property, or both, as the case may be.

(This process may be facilitated by your Title Company).

Document Review

Descriptions and exhibits will be reviewed for technical correctness by the Sacramento County Survey Section. If necessary, the surveyor will be required to make adjustments to descriptions and exhibits.

Approval Letter

Upon approval of descriptions and exhibits, and upon receiving all of the documentation listed above, the applicant will be issued a Lot Line Adjustment approval letter. This approval is **valid for one (1) year from the date of the recording of the Lot Line Adjustment Resolution.**

The Lot Line Adjustment Resolution constitutes an approval of your descriptions, exhibits, documents, and application.

The Lot Line Adjustment letter, nor the Lot Line Adjustment Resolution, **do NOT** constitute a completed finalized Lot Line Adjustment. You must complete further steps, as indicated in your Lot Line Adjustment Approval letter and listed below, in order to complete a Final Lot Line Adjustment.

Finalizing the Lot Line Adjustments

As described in the Lot line Adjustment approval letter, the following steps must occur in order to finalize the Lot Line Adjustment:

1. Owner or applicant must submit the following documents to the Community Development Department, Survey Section:
 - a. A Grant Deed (*unrecorded*) for the Transfer portion(s), including the description and exhibit plat.
 - b. Reconveyance Deeds (*unrecorded*) for each Resultant Parcel, including the descriptions and exhibit plats.
 - c. Recording fees *.
2. The Survey Section will prepare a Certificate of Compliance for each approved adjusted parcel.
3. The applicant's title company, on behalf of the applicant, will record the following documents with the Sacramento County Recorder's Office, in the following order:
 - a. The **Resolution** (*granting approval to record the Final Lot Line Adjustment*),
 - b. Grant Deed(s) for transfer portion(s),
 - c. Reconveyance Deeds for each resultant parcel; and
 - d. Certificates of Compliance-Lawful Parcel for each of the resultant parcels;Thereby completing the Lot Line Adjustment.

All questions regarding the Lot line Adjustment process can be directed to the Community Development Department, Survey Section, at (916) 874-6546