County of El Dorado

COUNTY SURVEYOR

360 Fair Lane, Placerville, CA 95667
Phone: (530) 621-5440
Email: surveyor@edcgov.us
https://www.eldoradocounty.ca.gov/Land-Use/Surveyor

Lot line Adjustment

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.

REQUIRED FINDINGS

A lot line adjustment 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 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 and certified "No Tax Due" before 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.

PROCESS

**** NOTE: PROJECTS WITHIN THE CITY LIMITS OF PLACERVILLE AND SOUTH LAKE TAHOE REQUIRES PRIOR CITY APPROVAL. PROJECTS UNDER TRPA JURISDICTION REQUIRES PRIOR TRPA APPROVAL.

1. Consultation. Applicant prepares all required application information and makes an appointment to discuss the purpose and intent of the project and determine initial eligibility for approval. 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's Title Company submits Tax Form and applicable fee to the County Tax Collector to obtain Certificate noting property taxes on all parcels are current and prepares final Title documents(Grant Deeds).

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.

EL DORADO COUNTY SURVEYOR
Lot line Adjustment 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.

☐ Copy of consultation

☐ 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, a Modification of DoT or Reconveyance will be necessary for 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 or City of Placerville 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

EL DORADO COUNTY SURVEYOR
Lot Line Adjustment 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 _____

Phone_____ Email _____

Mailing Address _____

Land Surveyor _____

Phone_____ Email _____

Mailing Address _____

All County Surveyor provided services will be charged to the Surveyor of Record.

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, Sean Coppola, hereby certify that according to the records of this office, there are no delinquent taxes owed on Assessor's Parcels Number(s)(APN's):
_____.

This statement is valid through_____.

Date _____ By Sean Coppola, Treasurer-Tax Collector, Deputy

EL DORADO COUNTY SURVEYOR
LOT LINE ADJUSTMENT
Submittal LLA

Surveyor of Record:_____ Address: _____

City/State/Zip:_____ *Email:* _____

Submitted by_____ Date_____

☐ Map Check Deposit (see attached Fee Schedule)

☐ 1 Paper Copy of draft map

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

☐ 1 Copy of 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

☐ City application (if in City of Placerville or South Lake Tahoe)

☐ Contact Information for Title Company:

*Title Co:*_____

*Contact Name:*_____ *Phone #:*_____

Note: **All items must be submitted with this checklist to be placed in line for map checking. All services provided by the County Surveyor's Office as part of the Technical Review process, including but not limited to services associated with researching and producing copies of missing or illegible items, will be billed at the County Surveyor's Office hourly rate, and is the responsibility of the Surveyor of Record. No project will record with an outstanding balance.**

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