



## TUOLUMNE COUNTY PUBLIC WORKS DEPARTMENT COUNTY SURVEYOR'S OFFICE

### LOT LINE ADJUSTMENT and RESUBDIVISION APPLICATION INSTRUCTIONS

Title 16.09 and 16.11 of the Tuolumne County Ordinance Code require approval by the County Surveyor of an Exhibit Map of a Lot Line Adjustment between existing parcels under different ownership (16.09) and for the Resubdivision of existing parcels under common ownership (16.11), where in either case the resulting number of parcels is four or fewer. Where the existing parcels were created on a final map recorded after January 1, 1992, the resulting number of parcels resubdivided may be five or more (16.11.010.A.2.)

An applicant seeking to adjust existing parcel lines shall submit an application to the office of the County Surveyor in compliance with Title 16.09 or 16.11, as applies. The County Surveyor's Office is the lead agency and in that capacity is responsible for coordinating the processing of a Lot Line Adjustment or Resubdivision application.

#### **Summary of Submittal Requirements**

- Completed application signed by all property owners
- Seven (7) copies of the Exhibit Map
- Application fee
- Preliminary Map Guarantee (no more than 90 days old)

The Exhibit Map shall be prepared by a Licensed Land Surveyor and shall include:

1. The owner(s) name, address, and Assessor Parcel Numbers of the lots or parcels proposed to be adjusted.
2. Name of preparer, signed and sealed.
3. Date prepared. If revised, date of revision.
4. Title Block to read: Exhibit Map for Lot Line Adjustment or Resubdivision, and the legal description of the lots or parcels to be adjusted.
5. Existing Zoning and General Plan designations of all parcels or lots being adjusted.
6. The Exhibit Map shall clearly show the existing parcels:
  - designation (i.e.: Parcel A, Lot 235, etc.)
  - boundary lines
  - size
  - Assessor Parcel Numbers
  - existing easements
7. The Exhibit Map shall also clearly show the proposed parcels:
  - designation, if applicable (i.e.: Parcel A-1, Lot 235-A, etc.)
  - boundary lines with bearings and distances, including distances to improvements
  - resulting size
  - proposed new easements and easements to be abandoned
  - if applicable, proposed Zoning and General Plan designation

## **Summary of Submittal Requirements (continued)**

8. North arrow to point away from the reader.
9. Scale of the map. (Standard Engineer's Scale)
10. The surveyed location of all existing improvements within 100' of the proposed parcel line(s) and their distance from the proposed parcel line(s). (i.e.: Buildings, wells, septic systems, leach lines, utility poles and lines, roads, utilities, easements, etc.)
11. Vicinity Map showing general location of parcels adjusted.

The Preliminary Map Guarantee, prepared by a Title Company (no more than 90 days old), shall cover all parcels being adjusted and shall include the County of Tuolumne as insured.

If applicable, letters of approval from each utility company with existing facilities, infrastructure or easements within the parcels or on the parcel lines affected by the adjustment, shall be submitted.

## **Review**

The County Surveyor's office will review the application for compliance with Title 16.09 or 16.11, as applicable.

The Planning Division will review the application to ensure the resulting lots or parcels conform to Title 17 of the Tuolumne County Ordinance Code.

The Environmental Health Division will review the application to ensure the resulting parcels conform to Title 13.04 and 13.16 of the Tuolumne County Ordinance Code.

The Building Division will review the application to ensure the resulting lots or parcels conform to Title 15.04 of the Tuolumne County Ordinance code.

The Roads Division will review the application to determine whether existing utilities, infrastructure, and easements will need to be relocated.

Upon completion of the reviews and in accordance with the findings, the County Surveyor will take action to approve, with conditions if applicable, or deny the application. The applicant will receive notice of the County Surveyor's decision.

## **Approval Expiration**

The approved Exhibit Map for Lot Line Adjustment or Resubdivision shall expire three years after its date of approval. Extensions may be granted by the County Surveyor for a period or periods not exceeding a total of three (3) additional years. A written request for extension of time must be submitted to the County Surveyor prior to the date of expiration. Failure to complete the Lot Line Adjustment or Resubdivision within the required time shall terminate all proceedings and no adjustment of the property shall be recorded without first obtaining approval of a new application for Lot Line Adjustment or Resubdivision.

## **Completion procedure**

### **Lot Line Adjustment**

The lot line adjustment shall be reflected in a deed(s) which must be evidenced by a County Surveyor's Consent to Record. A legal description(s) for each resulting lot or parcel in accordance with the approved Exhibit Map shall be submitted to the County Surveyor for examination and approval.

## **Completion procedure (continued)**

A Parcel Map, in lieu of legal descriptions, may be used to complete the Lot Line Adjustment, at the discretion of the project surveyor. The language in the deed or Parcel Map shall clearly include that the purpose is for a Lot Line Adjustment. *If required by Section 8762 of the Land Surveyors Act, a Record of Survey Map shall be submitted to accompany a lot line adjustment by deed.*

The Legal Descriptions, Parcel Map or *Record of Survey Map* shall be prepared by a license Land Surveyor or registered Civil Engineer authorized to survey land in the State of California in accordance with the County Surveyor's checklist and will be examined for compliance with applicable laws and for technical accuracy.

## **Resubdivision**

A Parcel Map, in accordance with the approved Exhibit Map for Resubdivision, shall be prepared by a license Land Surveyor or registered Civil Engineer authorized to survey land in the State of California. The Parcel Map shall be prepared in accordance with the County Surveyor's checklist and submitted to the County Surveyor for approval. The Parcel Map will be examined for accordance with all applicable laws and for technical accuracy.

## **Other completion requirements**

Prior to the County's issuance of Consent to Record or approval of a Parcel Map, the following shall be submitted to the County Surveyor:

- Notice from the responsible agency or department that the conditions of approval, if any, have been completed.
- Consent to the adjustment signed and acknowledged by all lien holders and any other parties holding record title interest in the property (Lot Line Adjustment only).
- Tax forms signed by the County Tax Collector providing proof that required payment and security for taxes and assessments have been paid.
- Recording fee. Check to be made payable to the Tuolumne County Recorder.