



City of Sacramento

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DEVELOPMENT ENGINEERING DIVISION MAP REVIEW SECTION

LOT MERGER / LOT LINE ADJUSTMENT PROCESS AND REQUIREMENTS

Lot Merger and Lot Line Adjustment process are being streamlined such that the Planning Division Entitlement Process and the recording of the Certificate of Compliance are being consolidated and processed concurrently through Development Engineering Division.

The following Sections outline the submittal requirements and the review process. Compliance with all the requirements and a timely response to City staff requests will expedite the project through the review, approval and recording process.

The project submittal does not imply acceptance or approval of the Lot Merger or Lot Line Adjustment.

Section 1

Submittal requirements

1-1 Application Form

- a) Application form must be filled out completely and signed by all owners of title and notarized.

1-2 Title Report

- a) Must be dated no more than 90 days prior to the submittal of complete package and remain maximum 90 days old throughout the review process.
- b) Must cover all existing parcels and name current owners of record.
- c) Any delinquent County taxes must be paid and receipts submitted to the City.
- d) All liens by public agencies must be cleared and copy of letter of release or other acceptable proof of payment submitted to the City.

1-3 Site Plan (5 Copies)

- a) All information and lettering on site plan must be legible. Draw to scale on 8 ½" x 11", 18" x 26" or 24" x 36" sheet (no reductions).
- b) Show boundary of entire project (1.2 mm pen width).
- c) Clearly show and identify new parcel lines and parcel lines to be removed.
- d) Fully dimension boundary of each new parcel.
- e) Show centerline of streets and alleys and give dimension to road easement line. Show street names.
- f) Show and identify with recording data all easements on subject property and state whether public or private.
- g) Show detailed vicinity map, north arrow, scale and legend.
- h) Show acreage of each new parcel being created.
- i) Show title block and include project type (lot merger or lot line adjustment) property address(s) and assessor's parcel numbers.
- j) Show all **EXISTING** buildings and structures and give dimensions to parcel lines on all sides of buildings and structures. **DO NOT SHOW PROPOSED IMPROVEMENTS.**
- k) Show dimensions on all sides of buildings and structures.
- l) Show all existing parking stalls give summary of types and number of stalls. Identify paved areas of site.
- m) Show existing drain, water and sewer services (with diameter size of pipe) entering the property.
- n) If aerial overlay is used on site plan, all drawing line work and dimensions as required above must be drafted.

Note: Non-compliance with a thru n above will require owner / surveyor to correct site plan accordingly.









Owner has the option to defer submittal of Sections 1-4, 1-5 and 1-6 (new legal description, exhibit map and closure calculations by a license land surveyor) until PRELIMINARY APPROVAL from City staff for the project, as shown in Section 2-2, has been obtained.

1-4 New Legal Description - For recording with the Certificate of Compliance.

- a) On 8 ½" x 11" bond paper using **12 pt upper case arial font.**
- b) After all corrections are completed per City requirements, the final legal description must be submitted to the City with all pages wet stamped and signed by a license land surveyor or qualified civil engineer.

**1-5 Exhibit map - For recording with the Certificate of Compliance
(see page 7 of 7 sample map)**

- a) Draw on 8 ½" x 11", use black ink or black copy on bond paper.
- b) Lettering height must be **minimum 1/8 inch (.125 inch) high upper case arial font.**
- c) Exhibit map must be drawn to an engineer's scale, no reductions.
- d) Show overall boundary, new parcel lines and parcel lines to remain with bearings and distances.
- e) Show all easements and identify book and page of recording.
- f) Identify interior parcel lines in the following manner: "PARCEL LINE BEING REMOVED", "PARCEL LINE BEING RELOCATED", "PARCEL LINE TO REMAIN", "NEW PARCEL LINE" as applicable.
- g) Show distance from road centerline to public road easement line and identify road centerline with "⊥" symbol.
- h) Show street names and distance to the nearest intersection.
- i) Show title block, name of surveying firm, north arrow and scale (do not show APN's).
- j) Identify all adjacent recorded maps, certificates of compliance, records of survey, etc. by name (if any), lot numbers and recording data **(use screened arial font).**
- k) Use pen thickness and types as follows:

| | | |
|------------------------------|---------|---|
| • Overall project boundary: | 1.20 mm |  |
| • Parcel line to remain: | .50 mm |  |
| • New parcel line: | .50 mm |  |
| • Parcel line being removed: | .30 mm |  |
| • Public road easement line: | .50 mm |  |
| • Easement line: | .30 mm |  |
| • Road centerline: | .30 mm |  |
| • Off-site property line | .30 mm |  |
- l) After all corrections are completed per City requirements, the exhibit map must be submitted to the City with all pages wet stamped and signed by a license land surveyor or qualified civil engineer.

1-6 Closure Calculations

- a) Submit closure calculations for each parcel being created.

1-7 Review and Processing Fee

| | |
|------------------------------------|------------|
| Lot merger: | \$1,555.00 |
| Lot Line Adjustment 2 - 3 parcels: | \$1,805.00 |
| Lot Line Adjustment 4 parcels: | \$2,055.00 |

Section 2

Submittal and Review Process

The following outlines the requirements for the lot merger and lot line adjustment. The process consisting of two phases, the **Preliminary Review** phase and the **Certificate of Compliance** phase.

2-1 Project Submittal: The owner or surveyor submits the completed application along with all items listed in Section 1. The submittal will not be deemed complete unless all items are submitted and conform to the requirements outlined in Section 1. Submittals in person require City staff inspection for completeness at public counter. Incomplete submittal packages will not be accepted.

Note: Prior to submittal, please verify that **ALL FIELDS** of the application are completed

2-2 Preliminary Review: The project will be routed to appropriate City Divisions for review of the following:

- a) The lot merger/lot line adjustment will be reviewed for consistency with the General Plan, applicable Community Plans and appropriate sections of Titles 16 and 17 of the City Code. If the project is found to be inconsistent, it cannot be further processed until the appropriate applications that bring the project into consistency are filed with the Planning Division and approved by the appropriate Hearing Bodies.
- b) Compliance with Building Codes requirements.
- c) Compliance with State Law and Local Ordinance.
- d) Placement of any conditions of approval pertaining to the project.

Preliminary review by City staff will be completed within 5 working days (10 working days for complicated projects, City staff to determine). The owner and surveyor will be notified via e-mail the results of the preliminary review. If the project is deemed consistent as stated in Sections 2-2 (a), (b) and (c), the conditions of approval, a redlined checkprint of the legal description with exhibit map and a list of any additional requirements will be included.

2-3 Certificate of Compliance: After completing the required revisions to the legal description and exhibit map, the surveyor shall resubmit the revised documents along with the City redline checkprint and any other required documents. The review cycle shall repeat until all corrections have been completed.

2-4 Final Submittal: If not already submitted to the City, the final submittal shall include but not be limited to the following:

- a) Legal description and exhibit map wet stamped and signed by a license land surveyor or qualified civil engineer. All redlined comments must have been addressed.
- b) Condition approval form (available on website), e-mail or letter from the responsible City Division(s) approving each condition.
- c) 1915 assessment bond segregation requirements shown in section 3-1, if applicable.
- d) Proof that tax delinquencies and liens have been cleared up as shown in section 3-2, if applicable.
- e) Any other required documents.

2-5 Final Approval: After all required documents have been submitted, the Certificate of Compliance will be recorded at the County Recorder's Office by City staff or the owner's title company.

Section 3

Additional Requirements (if applicable)

- 3-1** 1915 assessment bonds affecting any parcels must be paid off in full or segregated. City staff will notify the owner if bond exist. Segregation submittal requirements shall include the following:
- a) Completed Segregation Request Form (available on website).
 - b) Three blackline copies of amended assessment diagram drawn on 18" x 26" sheet to an acceptable engineering scale (sample on website).
 - c) Fee in the amount of \$1,500.00

The 1915 assessment bond segregation process will require review time by City staff. The package should be submitted for review in a timely manner to avoid delays in recording of the Certificate of Compliance.

- 3-2** During the **Preliminary Review** process, City Divisions may place Conditions of Approval pertaining to the project. Prior to recording of the Certificate of Compliance, the owner must satisfy all conditions and submit a signed condition approval form, e-mail or letter from the respective City division(s).

- 3-3** Title reports showing delinquent taxes or liens against public agencies must be cleared up and proof of compliance, acceptable to the City must be submitted.

Section 4

Additional Information

- 4-1** The entire process from the submittal of a complete package to the recording of the Certificate of Compliance will take approximately 2 to 4 weeks, provided that the response time by the owner or surveyor for each submittal is prompt.
- 4-2** In order to merge two or more parcel in to one parcel, all parcels must be held in common ownership.
- 4-3** Lot Line Adjustments of parcels held under separate ownership will require recording of grant deed (which transfers ownership of the affected portions of parcels) concurrently with the Certificate of Compliance. Contact title company for preparation of deed. The owner's Title Company must record Certificate of Compliance when deed is required to transfer ownership.
- 4-4** If the applicant fails to process the application to completion within one year from the date the application was first submitted, due to the applicant's failure to respond to requests for additional information, to pay processing fees, or for any other reason, and upon written notice of the city manager's designee, the application shall be deemed withdrawn. Thereafter, a new application, including the filing fee, will be needed to process the lot line adjustment or lot merger.

New City Hall: 915 I Street, 3rd Floor Sacramento, California 95814
North Permit Center: 2101 Arena Boulevard, 2nd Floor Sacramento, California 95834

 **CALL** 我們講中文 • Hablamos español • Мы говорим по-русски • ພວກເຮົາເວົ້າພາສາລາວ • Peb hais lus Hmoob • Chúng tôi nói tiếng Việt
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SHOW ALL OFFSITE
RECORDED MAPS
WITH **SCREENED** (gray)
ARIAL FONT



RIVER ESTATES

122 BM 15

LOT 52

.30 mm
PEN WIDTH

LOT 51

N 90° 00' 00" E

126.00'

LOT 53

**ALL LETTERING
MUST BE
MIN. 1/8" HIGH
ARIAL FONT**

PARCEL LINE
BEING REMOVED

.30 mm
PEN WIDTH

N 00° 00' 00" W
51.00'

1.20 mm
PEN WIDTH

NEW PARCEL
LINE

.50 mm
PEN WIDTH

PARCEL 1

PARCEL LINE
TO REMAIN

N 00° 00' 00" W
5.00'

98 PM 23

PARCEL 1
____ ACRES NET
____ ACRES GR.

PARCEL 2
____ ACRES NET
____ ACRES GR.

PARCEL 1
CERTIFICATE
OF COMPLIANCE
BK 20040701 O.R.
PG 2782

PUBLIC ROAD
ESMT.
.50 mm
PEN WIDTH

12.5' PUE PER
BK 20040501
O.R. PG 1588

.50 mm
PEN WIDTH

**ALL LETTERING
MUST BE
MIN. 1/8" HIGH
ARIAL FONT**

63.00'

63.00'

20.00'

20.00'

20.00'

63.00

63.00'

320' +/-

N 00° 00' 00" E

126.00'

STREET

NAME

**STREET
NAME**

.30 mm
PEN WIDTH



LOT MERGER
OR
LOT LINE ADJUSTMENT

**SAMPLE
EXHIBIT MAP**

SURVEYING FIRM

**EXHIBIT B
CERTIFICATE OF COMPLIANCE
XXXXXXXXXXXXXXXXXXXXXXXXXXXX**

SCALE:
1" = 30'

ADDRESS OR SHORT LEGAL

DATE:
7-1-05

CITY OF SACRAMENTO, CALIFORNIA

SHEET
1 OF 1