

LOT MERGER / LOT LINE ADJUSTMENT

PROCESS AND REQUIREMENTS

Lot Merger

Merger of contiguous parcels under common ownership into one parcel. **The City will not accept first submittal packages unless all lots are in exact common ownership.**

Recording of the Lot Merger: After the Lot Merger is approved by the City, a Certificate of Compliance for Lot Merger shall be recorded in the Office of the Sacramento County Recorder by the property owner's Title Company along with the Resultant Parcel Grant Deed. Recording shall also include modifications of Deeds of Trust, if applicable.

Lot Line Adjustment

Adjusting of parcel lines between four or fewer adjoining parcels, where land is taken from one parcel and is added to an adjoining parcel and where no more parcels are created than originally existed.

Recording of the Lot Line Adjustment: After the Lot Line Adjustment is approved by the City, a Certificate of Compliance for Lot Line Adjustment shall be recorded in the Office of the Sacramento County Recorder by the property owner's Title Company along with the Resultant Parcel Grand Deed(s). Recording shall also include Property Transfer Grant Deeds and modifications of Deeds of Trust, if applicable.

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

Please Read Before Submittal: After the submittal of a Lot Merger/Lot Line Adjustment, City Staff will have two business days to perform a detailed inspection to verify that the submittal conforms to all requirements outlined in section 1 below. If the submittal is deemed to be deficient from any of the information required within each of the submittal items listed below in section 1, processing of the Lot Line Adjustment/Lot Merger will stop. The surveyor will then be contacted to correct all deficiencies. The process will continue once all the deficiencies have been satisfied.

Section 1

Submittal Requirements

1-1 Application Form

- a) Application form must be filled out completely and signed by all owners of record 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 lien release or receipt for payment submitted to the City.

1-3 Vesting Deed(s)

- a) Most recent recorded deed(s) within the lot merger / lot line adjustment boundary.

Section 1

(Continued)

1-4 Site Plan (1 Full Size Copy & PDF)

- a) All information on site plan must be legible and lettering must be minimum 1/10" high. Draw to engineer's 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 boundaries of each new parcel.
- e) Show centerline of streets and alleys and give dimension to road easement lines. Show street names.
- f) Show and identify with recording data all easements on subject property and 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 and label all **EXISTING** buildings and structures and give dimensions to proposed parcel lines and Lot merger / Lot Line Adjustment boundary on all sides of buildings and structures. Show distances from existing building to road right of way line. Show all building encroachments across Lot Merger / Lot Line Adjustment boundary. **DO NOT SHOW PROPOSED IMPROVEMENTS**
- k) Show dimensions on all sides of buildings and structures.
- l) Show all existing parking stalls on site plan. Show number of parking stalls in a summary table and include standard, compact, and handicapped. Identify all 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.
- o). **Site Plan must include all requirements shown on the "Building Lot Line Adjustment Request Guidelines" (see attached page 6).**

NOTE: NON-COMPLIANCE WITH 'a' THRU 'o' ABOVE WILL REQUIRE OWNER / SURVEYOR TO CORRECT SITE PLAN ACCORDINGLY.

Owner has the option to defer submittal of Sections 1-5, 1-6 and 1-7 (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.

1-5 New Legal Description - For recording with the Certificate of Compliance for Lot Merger / Lot Line Adjustment.







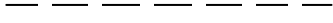
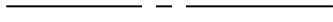
- a) On 8 ½" x 11" bond paper using **12 pt. upper case Arial font.**
- b) After all corrections are completed per City requirements, the final legal description must be submitted to the City with the last page wet stamped and signed by a licensed land surveyor or qualified civil engineer.
- c) Show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

1-6 Exhibit map - For recording with the Certificate of Compliance for a Lot Merger / Lot Line Adjustment (Comply with sample exhibit map, see page 7 of 7)

- a) Using black ink, draw on 8 ½" x 11" bond paper.
- b) Lettering height must be **minimum 1/8 inch (.125 inch) high upper case Arial font or similar.**
- c) Exhibit map must be drawn to an engineer's scale, no reductions.

Section 1

(Continued)

- d) Show overall boundary, new parcel lines and parcel lines to remain with bearings and distances.
- e) Show public and private 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, identify road centerline with "⌀" symbol, and show line and curve data for all public road easements within boundary.
- h) Show street names and bearing and distance to the nearest intersection.
- i) Show title block (do not show APNs).
(See sample exhibit map for title block content on page 7)
- j) Identify all adjacent recorded maps, certificates of compliance for Lot Merger / Lot Line Adjustment, records of survey, etc. Show subdivision name, lot numbers and recording data **(use screened Arial font or similar dark enough to reproduce)**.
- k) Show basis of bearings, north arrow and scale.
- l) 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 
- m) 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.

1-7 Closure Calculations

Submit closure calculations for each parcel being created and project boundary.

1-8 Supporting Documents - The following record documents are required at first submittal.

- a) All deeds, recorded maps, certificates of compliance and records of survey within subject boundary and adjacent to subject boundary. **(submit all sheets)**
- b) All deeds, recorded maps, certificates of compliance and records of survey identified on your Legal Description, Exhibit Map and shown in Title Report. **(submit all sheets)**

1-9 Electronic file of AutoCAD drawing (.dwg)

Include all line work survey and subject boundary, with existing and proposed parcel line and street centerlines.

1-10 Compact Disk (CD) or Flash drive

Include electronic files of all map submittal requirements as shown in Section 1, Items 1-9.

1-11 Review and Processing Fee

<i>Lot Merger</i>	\$2,300.00
<i>Lot Line Adjustment:</i> (Greater than 2 acres total requires actual cost – remaining balance will be collected prior to lot line adjustment approval)	\$2,600.00

Section 1

(Continued)

1-12 County Taxes

Submit receipts for payment of current year's county tax installments that are due and payable (both December and April installments). Applies to lot line adjustments only. Required prior to Lot Line Adjustment approval.

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 for Lot Merger / Lot Line Adjustment** 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 require City staff inspection to verify that all items are submitted at the public counter. Incomplete submittal packages will not be accepted at the counter. Verify that **ALL FIELDS** of the application are completed.
- 2-2 Preliminary Review:** Upon initial submittal to the City, 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 Title 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 (see "Building Lot Line Adjustment Request Guidelines" attached on page 6).
 - c) Compliance with all applicable sections of the Government Code and City Ordinances.

Preliminary review by City staff will be completed within 10 working days from the date of a complete package submittal. Conditions of approval may be placed on the Lot Merger / Lot Line adjustment as stated in section 66412 (d) of the government code. The owner and surveyor will be notified via e-mail if any conditions of approval were placed during the preliminary review.

- 2-3 Review of Legal Description and Exhibit Map:** Within 10 working days from the date of a complete package submittal, the city will complete the first review of legal description and exhibit map. Redline comments will be emailed to the surveyor (with cc to the property owner) and include any conditions of approval and any additional requirements. After completing the required revisions to the legal description and exhibit map, the surveyor shall resubmit the revised documents and any other required documents. The review cycles 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 licensed land surveyor or qualified civil engineer. All redlined comments must have been addressed.
 - b) Any additional required document as required per Section 3 below.
 - c) Any other required documents.

Section 2 (Continued)

- 2-5 Final Approval:** After all required documents have been submitted and final approval completed, the Certificate of Compliance for Lot Merger or Lot Line Adjustment will be recorded at the County Recorder's Office by the owner's title company. The City will instruct the title company to record the Certificate of Compliance for Lot Merger / Lot Line Adjustment concurrent with the following:
- a) Resultant Grant Deed(s) and Property Transfer Grant Deed(s), if applicable.
 - b) Modifications to deeds of trust, if applicable.

Section 3

Additional Requirements (if applicable)

- 3-1 Conditions of Approval**
During the **Preliminary Review** process, City Divisions may place Conditions of Approval pertaining to the project. Prior to recording of the Certificate of Compliance for Lot Merger / Lot Line Adjustment, the owner must satisfy all conditions and submit to Development Engineering staff a signed condition approval form, e-mail or letter from the respective City division(s).
- 3-2 Delinquent County Taxes or Liens (applies to Lot Mergers/Lot Line Adjustments)**
Title reports showing delinquent county taxes or liens against public agencies must be cleared up and copy of letter of lien release or receipt for payment must be submitted to the city.
- 3-3 County Taxes (applies to Lot Line Adjustments only)**
Submit receipts for payment of current year's county tax installments that are due and payable (both December and April installments). Applies to lot line adjustments only and required prior to approval.
- 3-4 1915 Assessment Bonds**
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) with \$1,500.00 fee.
 - b) Three blackline copies of amended assessment diagram drawn on 18" x 26" sheet to an acceptable engineering scale (sample on website).
- 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 for Lot Merger / Lot Line Adjustments.
- 3-5 Record of Survey**
During the review process, the City Surveyor staff may require the need for a Record of Survey to be recorded per 8762 of the Business and Professions Code.

Section 4

Additional Information

- 4-1** The process from the submittal of a complete package to the recording of the Certificate of Compliance for Lot Merger / Lot Line Adjustment will take approximately 4 to 6 weeks, provided that the response time by the owner or surveyor for each submittal is prompt and that any conditions and additional requirements are satisfied promptly.
- 4-2** In order to merge two or more parcels into one parcel, all parcels must be held in exact common ownership at the time of project first submittal to the City. ***Lot Mergers will not be accepted for submittal unless all lots are in exact common ownership.***
- 4-3** If the applicant fails to process the application to completion and recording 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 director of Public Works designee, the application shall be deemed withdrawn. Thereafter, a new application, including the filing fee, will be requested to process the Lot Line Adjustment or Lot Merger. See section 17.820.030 (A)-3.

Building Lot Line Adjustment Request Guidelines

If there are no structures within any of the parcels, building review is not required.

Plan or Map must be drawn by a licensed design professional.

Buildings must meet the minimum fire separation distances as prescribed in the current California Building Code (CBC).

All structures need to be identified before submission can be made. Complete submittals are required; partial or incomplete submittals may delay the approval process.

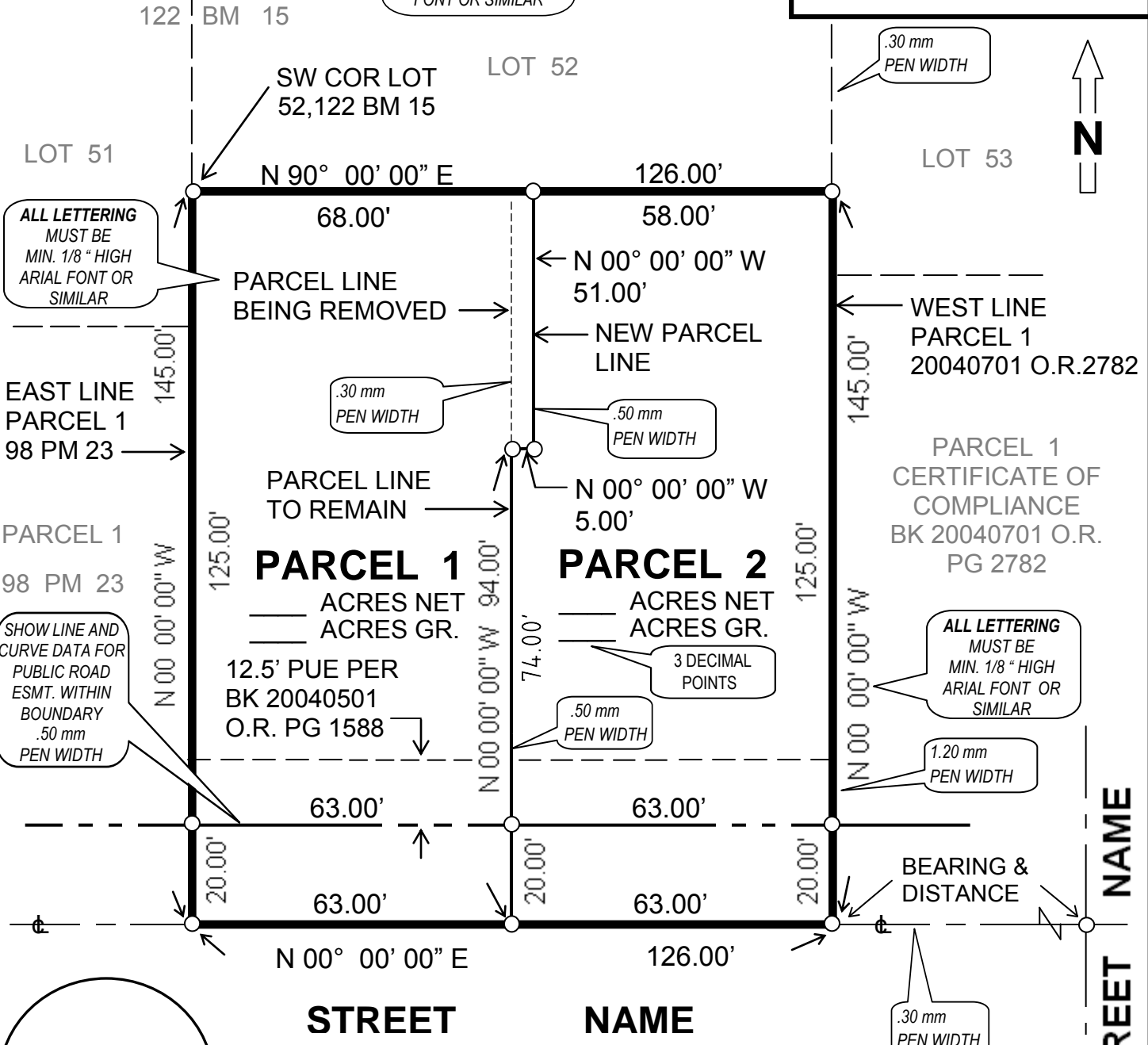
Provide the following information on the Plan or Map if structures are within the parcels:

1. Greater than 30' from the new property lines:
 - a. Distance from furthest edge of building (likely eaves) to all adjacent parcel lines.
 - i. Buildings cannot be connected over a parcel line.
2. Greater than 10' but equal to or less than 30' from the new property lines:
 - a. Include the items listed in Part 1.
 - b. Building construction type (CBC 602).
 - c. Exterior wall fire ratings and openings (CBC 705)
 - d. Occupancy classification (CBC Chapter 3).
 - e. Plan or Map is required to be signed by a licensed design professional.
3. Equal to or less than 10' from the new property lines:
 - a. Include the items listed in Part 2.
 - b. Indicate whether there are fire sprinklers or not (CBC Chapter 9).
 - c. Show location of exits if the new parcel line is adjacent to existing exits (CBC 1022).
 - d. Show egress path of travel if new parcel lines are creating a landlocked parcel with no access to the public way (CBC 1028).
 - e. If an accessible route of travel exists, show how the path of travel connects to the public way (CBC 11B-206).

Any work or improvements which are required to bring any of the applicable building components up to code will require a building permit. All required work or improvements must comply with the current code. Special occupancies or unique geometries may require further review and information.

ADDITIONAL REQUIREMENTS
 1) SHOW ALL PUBLIC AND PRIVATE EASEMENTS AND BOOK & PAGE OF RECORDING.
 2) AVOID LETTERS TOUCHING AND OVERLAPPING WITH LINES.

SHOW ALL OFFSITE RECORDED DOCUMENT INFORMATION WITH **SCREENED** (gray) ARIAL FONT OR SIMILAR



SURVEYOR'S STAMP & SIGNATURE

LOT MERGER OR LOT LINE ADJUSTMENT

SHOW BASIS OF BEARINGS

SAMPLE EXHIBIT MAP

SURVEYING FIRM

EXHIBIT B
CERTIFICATE OF COMPLIANCE
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
ADDRESS
SHORT LEGAL (OPTIONAL)
 CITY OF SACRAMENTO, CALIFORNIA

SCALE:
 1" = 30'
 DATE:
 1-1-17
 SHEET
 1 OF 1