



**COUNTY OF SACRAMENTO**  
**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: \_\_\_\_\_

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE SIGNATURE(S) OF LEGAL OWNERS OR OFFICIAL AGENT (if more than two property owners are involved, use this page again)**

If the legal owners are unavailable for signature, the agent working on behalf of the owner shall check one of the following boxes and include their name, date, and signature below.

- Contract to Purchase\*       Letter of Authorization\*       Power of Attorney\*

Agents Name: _____	Signature: _____	Date: _____
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\* Must provide evidence

**Land Surveyor**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Mailing Address      City      State      Zip Code

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_  
Land Surveyor's Signature:

**Additional Information**

Reason for Lot Line Adjustment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor's Parcel Number	Existing Parcel/Lot Size	Proposed Parcel/Lot Size

Assessor's Parcel Number	Parcel created prior to December 1, 1965	Parcel created after March 4, 1972
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have questions? Send your questions in an email to: [surveyquestion@saccounty.gov](mailto:surveyquestion@saccounty.gov). Or: Call the Survey Section at (916) 874-6546 and leave a detailed message, including your email address.

**COST**

The LLA application fee is **\$2,742.08**, together with an additional **\$350\*** per parcel for each parcel involved in the application not created by: a **Parcel Map**, a post September 1929 **Final Map**, a previously approved and perfected by **Lot Line Adjustment**, or currently having a **Certificate of Compliance** recorded. Please make check(s) payable to "The County of Sacramento". Or, **Pay Online** at: <https://engineering.saccounty.gov/Pages/Surveys.aspx>

**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 listed below:

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

#### From your Surveyor:

1. Site Plan: Drawn to scale, and formatted to print at 11" x 17". 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*).

#### From Your Title Company:

1. 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
2. Preliminary Title Report or a "Limited Liability Coverage Policy" (*this item must include Tax, Deed of Trust and Bond information*).
3. 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.
4. A commitment from your Title Company to provide follow-up services once exhibits are ready for recording. (See section "Additional Documents to be Submitted" below.)

**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 be contacted (*E-mail*) by 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 or advisories.

## 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.**

### From your Surveyor:

- 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.

**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.**

### From your Title Company:

- 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.
- Proof of payment of all outstanding property taxes including first and second installments, and any unpaid property taxes from prior years, or supplemental property taxes.

*\*The following shall be provided for review after lot line adjustment Exhibits (plats and descriptions from the client's surveyor) are approved.*

- A Grant Deed (*unrecorded*) for the Transfer portion(s), including the description and exhibit plat (only required for LLAs with multiple owners).
- Reconveyance Deeds (*unrecorded*) for each Resultant Parcel, including the descriptions and exhibit plats.

## Approval

Upon approval of descriptions and exhibits, and upon receiving all of the documentation listed above, the County Surveyor will provide a Lot Line Adjustment **Resolution**, and a **Certificate of Compliance** for each resulting parcel created by the Lot Line Adjustment.

This **Resolution** constitutes approval of the Lot Line Adjustment, and is **valid for one (1) year from the date that it is signed and stamped by the County Surveyor.**

The Lot Line Adjustment Resolution, **does NOT** constitute a completed finalized Lot Line Adjustment. You must complete further steps, as listed below, in order to complete a Final Lot Line Adjustment.

## Finalizing the Lot Line Adjustments

The following steps must occur in order to finalize the Lot Line Adjustment:

1. 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 Survey Department, Survey Section, at (916) 874-6546