



**COMMUNITY RESOURCES AGENCY
TUOLUMNE COUNTY SURVEYOR'S OFFICE
LOT LINE ADJUSTMENT and RESUBDIVISION
APPLICATION INSTRUCTIONS**

Title 16.09 and 16.11 of the Tuolumne County Ordinance Code requires approval by the County Surveyor of an Exhibit Map for the Lot Line Adjustment of 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 lines of lots or parcels 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

A completed application signed by all property owners, six (6) copies of the Exhibit Map and a Preliminary Parcel Map Title Guarantee shall be submitted to the County Surveyor.

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

1. The owner(s) name, address, and Assessor Parcel Numbers of the property being adjusted.
2. Name of preparing land surveyor, signed and sealed.
3. Date prepared. If revised, date of revision.
4. Title Block - Exhibit Map for Lot Line Adjustment or Resubdivision as applies and description of the existing parcels affected.
5. Clear indication of the existing lot or parcel lines, the existing lot or parcel size and the existing Assessor Parcel Numbers.
6. Clear indication of the proposed parcel lines, Parcel designation and resulting size.
7. Approximate dimensions of proposed parcels in US survey feet.
8. All existing and proposed easements and any easements to be abandoned.
9. North arrow to point away from the reader.
10. Scale of the map. (Scale shall be shown on a standard Engineer's Scale)
11. Location of all existing improvements within 100' of the proposed parcel lines. (i.e.: Buildings, wells, septic systems, utility lines, roads, etc.)
12. Vicinity Map showing general location of the project.

The Preliminary Parcel Map Title Guarantee, prepared by a Title Company, 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 facilities, infrastructure or easements existing on the lot lines affected by the adjustment, shall be submitted.

Review

The County Surveyor's office will review the application for compliance with Title 16.09 and 16.11.

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.

In accordance with the findings regarding compliance with the Tuolumne County Ordinance Code, the County Surveyor will take action to approve 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 for a period or periods not exceeding a total of six (6) years by the County Surveyor upon written request of the applicant if made prior to the date of expiration.

Final procedure

Lot Line Adjustment

The lot line adjustment may be reflected in a deed(s) which must be evidenced by a County Surveyor's Consent to Record or the lot line adjustment may be reflected on a Parcel Map. 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 LS Act, a Record of Survey Map shall be submitted to accompany a lot line adjustment by deed.*

The Legal Descriptions or the Parcel Map reflecting the Lot Line Adjustment shall be submitted to the County Surveyor in accordance with the approved Exhibit Map. The Legal Descriptions or Parcel Map shall be prepared by a license Land Surveyor or registered Civil Engineer authorized to survey land in the State of California.

The Parcel Map or *Record of Survey Map* shall be prepared in accordance with the County Surveyor's checklist and will be examined for accordance with all applicable laws and for technical accuracy.

Resubdivision

A Parcel Map, in accordance with the approved Exhibit Map, shall be prepared by a license Land Surveyor or registered Civil Engineer authorized to survey land in the State of California for a Resubdivision. 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.

Miscellaneous

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

- Letter(s) from the responsible agency or department that the conditions of approval have been completed.
- Proof of lender's consent to record.
- Tax forms, signed by the Tax Collector verifying that applicable taxes have been paid.