



PLACER COUNTY PLANNING SERVICES DIVISION

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MINOR BOUNDARY LINE ADJUSTMENT

Filing fee: _____ Receipt # _____ Hearing Date: _____ File#: **MBLA-**_____

PURSUANT TO THE POLICY OF THE BOARD OF SUPERVISORS, THE PLANNING DIVISION CANNOT ACCEPT APPLICATIONS ON TAX DELINQUENT PROPERTY. APPLICATIONS AFFECTING PROPERTIES WITH ZONING VIOLATIONS, OR OTHER VIOLATIONS OF COUNTY CODE, MAY BE REJECTED.

-----TO BE COMPLETED BY THE APPLICANT-----

The names listed below must be as they appear on the title to the properties because this application will be used to prepare the County's resolution of approval. If errors result from incorrect or incomplete information, the applicant will bear the cost of recording correcting documents.

1. Property Owner(s) Transferring Property _____
Full Address _____
Telephone: _____ Fax: _____ E-Mail: _____
2. Property Owner(s) Acquiring Property _____
Full Address _____
Telephone: _____ Fax: _____ E-Mail: _____
3. Engineer or individual preparing legal description _____
Full Address _____
Telephone: _____ Fax: _____ E-Mail: _____
4. Title Company (to send documents for processing – **MANDATORY**): _____
Full Address _____
Telephone: _____ Fax: _____ E-Mail: _____
Contact Person : _____ Escrow #: _____

	Recorded Deed Information	Assessor's Parcel Numbers
Transferring property	_____	_____
Acquiring property	_____	_____
Area of Parcel to be transferred	_____	
Area of Parcel to be retained:	_____	Resultant Parcel Size _____

Is the property to be transferred currently on a separate deed from the property to be retained? Yes _____ No _____

Describe existing and proposed uses of the property:

INFORMATION

A Minor Boundary Line Adjustment is a process by which it is possible to transfer property to an adjoining owner without filing a parcel map. State Law allows: "A lot line adjustment between four or fewer existing adjoining parcels, where the land taken from one parcel is added to an adjacent parcel, and where a greater number of parcels than originally existed is not thereby created, if the lot line adjustment is approved by the local agency, or advisory agency."

INSTRUCTIONS FOR FILING A MINOR BOUNDARY LINE ADJUSTMENT

Application: Submit the following material to the Planning Division with the appropriate filing fee. All submittals must be complete. The Planning Division will not accept or correct deficient submittals.

1. One Initial Project Application form.
2. One Exemption Verification form.
3. Completed Minor Boundary Line Adjustment Application form.
4. Five copies no larger than 8½" x 14" of a legible plat showing the parcel(s) resulting from this adjustment and all boundary courses. It shall be drawn to scale, have a North arrow and include the location of structures, roads, pathways, septic tanks and leach fields. There shall be a vicinity map showing the property in relation to County Roads sufficient to identify the property for field review.
5. Five copies of the legal description(s) which will be used to transfer the property.
6. All plats and legal descriptions shall be prepared, stamped and signed by a licensed Land Surveyor or registered Civil Engineer authorized to practice land surveying. The Engineering and Surveying Division should be contacted for specific instructions pertaining to the preparation of legal descriptions and plats.
7. Five copies of the current deed to EACH parcel.
8. One copy of a current (no older than 6 months) title report for each of the affected parcels.
9. If an equal acreage exchange between adjacent properties is desired, closure calculations verifying the acreage will be required.

Review: The Engineering and Surveying Division will:

1. Verify that the legal parcels represented on the application actually exist. If the deeds provided with the application are not sufficient, verification will be based upon information provided by the submitting surveyor.
2. Review the legal description and plat. A complete list of the review criteria is available from the Engineering and Surveying Division.
3. When the review of the legal descriptions is completed the application will be deemed complete and delivered to the Planning Division.

Hearing and Approval:

1. The Planning Division will schedule the application for a hearing by the Parcel Review Committee. Approval of the application shall be granted if each of the reviewing divisions recommend such action. The applicant(s) or representative need not be present at the Parcel Review Committee hearing. The applicant(s) shall be notified of the hearing body's action in the form of a Resolution.
2. The approval of the Parcel Review Committee shall be for a period of three years. Three one-year extensions can be obtained by processing a request in the same manner as specified in Section 16.20.060 for parcel maps.
3. The approved resolution will be sent to the applicant's title company. They will be responsible for recording all documents necessary to complete the boundary line adjustment.