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6.1 GENERAL SUMMARY

The El Dorado County Surveyor's Office checks maps and supporting documents for compliance with Federal, State and local laws. Projects that are reviewed by the Surveyor's Office include all Record of Survey Maps, Parcel Maps, Final Maps, Lot Line Adjustments, Ministerial Certificates of Compliance, road names and addresses, and other discretionary or ministerial projects that affect boundary lines. These maps, exhibits, official documents, and descriptions in most cases must be prepared by a California Professional Land Surveyor or a California Registered Civil Engineer who is qualified to perform land surveying. Authority to review and approve falls within the provisions of Section 66410 of the Government Code of the State of California, "The Subdivision Map Act" (hereafter referred to as "SMA"); Section 8700 of the Business and Professions Code of the State of California, "The Professional Land Surveyors Act" (hereafter referred to as the "LS Act") and "Title 16 Subdivisions" of the County's Ordinance Code (hereafter referred to as "County Code").

For this Chapter:

- A. "Lot" refers to a basic land division unit created by a "Final Map" and "parcel" refers to a basic land division unit created by a "Parcel Map", or created by written description without the benefit of any map.
- B. To distinguish between the two different types of Tentative Maps, "Tentative Subdivision Map" and "Tentative Parcel Map" are used. The latter typically refers to residential land divisions of four or fewer lots, and commercial subdivisions of any number of parcels, and the former to residential land divisions of five or more lots. See the County's "Title 16 Subdivisions" for further information.

County Surveyor services required for review, approval and recordation, shall be paid for by cost recovery fees collected from the applicant. See the current fee schedule at <http://www.edcgov.us/surveyor/>.

El Dorado County Surveyor

Web Site: <http://www.edcgov.us/surveyor/>

Phone: (530) 621-5440 Fax (530) 626-8731

Address: 360 Fair Lane, Placerville, CA 95667

6.2. LAND DIVISIONS

Under the provisions of the SMA and County Code, anyone subdividing land in El Dorado County is required to prepare a Parcel Map or a Final Map. The required map must show how the land is to be subdivided, and what public dedications are to be made as a result of the subdivision.

Section 66411 of the SMA requires local agencies to regulate and control the design of subdivisions. The process of subdividing land by map can be separated into two phases, the Tentative Map phase and the Parcel or Final Map phase. The Tentative Map phase is overseen by the Development Services Department (DSD) and establishes the conditions of approval. Once the Tentative Map is approved, the Parcel or Final Map can be submitted to the County Surveyor for review and approval. The Final Map phase is managed by DSD with the County Surveyor reviewing and approving the actual map. The Parcel Map phase is managed, reviewed and approved by the County Surveyor, and includes the actual filing of the Parcel Map with the County Recorder.

To provide uniformity and consistency and to ensure that the notes and statements required on a map meet the provisions of the SMA, LS Act and County Code, a list of standard notes and statements for Parcel and Final Maps can be obtained from the County Surveyor Web site at <http://www.edcgov.us/surveyor/>.

6.2.1 Final Map

The Final Map must include, at a minimum, the following:

- A. All of the technical requirements cited in the County Code and the SMA, such as size, format, content, basis of bearings and map title.
- B. Applicable statements and certificates.
- C. Be substantially the same as the approved Tentative Subdivision Map as to the number of units or lots, lot sizes, street alignment and right-of-way width, property rights reservations, and dedication of any public easements or other dedications or conveyances.
- D. Include the names of all streets, public and private, and all monumentation required by the SMA, LS Act, and County Code.
- E. All conditions placed on the Tentative Subdivision Map must be met.

A Subdivider may elect to file a Final Map covering only a portion of the approved Tentative Subdivision Map. Such a submission shall be in compliance as the phase is approved by DSD. Each such Final Map shall be named and filed as a numerical unit of the approved Tentative Subdivision Map. All of the requirements

for approval of a Final Map shall apply to the approval covering a portion of the Tentative Subdivision Map. A Final Map and the subdivision agreements required shall provide for the construction of the improvements as may be necessary to constitute a logical and orderly development of the whole subdivision by units.

6.2.1.1 Form and Contents

The Final Map shall be prepared by, or under the direction of, a California Professional Land Surveyor or California Registered Civil Engineer (who is authorized to perform land surveying); and shall be based upon a survey; and shall conform to all of the following provisions:

- A. Materials: It shall be legibly drawn, printed or reproduced by a process guaranteeing a permanent record in black India drawing ink on polyester drafting film of a thickness of four mil. Certificates, affidavits and acknowledgements may be legibly stamped or printed upon the map with black India drawing ink.

- B. Size: The size of each sheet shall be 18 inches by 26 inches . A marginal line shall be drawn completely around each sheet leaving an entirely blank margin of one inch. The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end. The particular number of the sheet and total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown.

- C. Survey and Math Data: The Final Map shall show all survey and mathematical data necessary to:
 - 1. Locate all monuments,
 - 2. Locate and retrace any and all interior boundary lines appearing thereon including:
 - a. bearings and distances of straight lines,
 - b. the radii and chord bearings,
 - c. chord distances of all curves,
 - d. such information as may be necessary to determine the location of the centers of curves when the curves are non-tangent.

- D. Exterior Boundary: The exterior boundary of the land included within the subdivision shall be indicated by a heavy-line border.

- E. Location: The Final Map shall show the location of the subdivision, its relation to surrounding surveys and the names of all adjacent subdivisions or adjacent ownership. The north arrow, scale and basis of bearing shall be shown.

- F. Map Title: The title of the Final Map shall be the name of the subdivision map as it appears on the approved Tentative Subdivision Map, unless

changed with the approval of DSD. The title shall identify section, township and range and prior maps, if any.

- G. Map Number: The Tentative Subdivision Map number and date of approval by the Board of Supervisors (Board) shall be clearly shown in the lower left hand corner.
- H. Easements Data: The width and actual locations of all easements shall be clearly shown.
- I. Lots Data: Each lot shall be numbered or lettered showing the area, in square feet to the nearest five feet or in acres to the nearest thousandths of an acre.
- J. Streets Data: Each street width and name shall be shown.
- K. Monuments: The location and type of all monuments shall be shown, including all monuments required to be set by the SMA and County Code. All existing monuments shall be shown.
- L. The title, notes, legend, basis of bearing, references and amendments shall be placed on each survey sheet. Any of the foregoing in this subsection may be deleted when found superfluous by the County Surveyor.
- M. Amending Maps: Maps filed for the purpose of amending a previously recorded Final Map shall include in the title "*Amending Final Map*" and shall conspicuously include a list of all the approved amendments.
- N. Reversion Maps: Maps filed for the purpose of showing land previously subdivided into numbered or lettered lots being reverted to acreage, shall include in the title "*Final Map for Reversion to Acreage*".

6.2.1.2 Certificates and Statements

The following certificates shall appear on the Final Map: (Also, see the County Surveyor's web site for current SMA statements.)

- A. Owner's Certificate, the signed and acknowledged certificate of the owners of the land consenting to the preparation, offering for dedication to the County those lots and or easements designated upon the Final Map to be devoted to public purposes, if any, including the underlying fee if required and the recording of the Final Map.
- B. Surveyor's Statement of the Professional Land Surveyor responsible for the survey, that the map is in conformance with the SMA and local ordinance.

- C. County Surveyor's Statement that:
 - 1. The map is substantially the same as the Tentative Map with any approved alterations thereof;
 - 2. The provisions of the Subdivision Map Act and any local ordinances have been satisfied;
 - 3. The map is technically correct.

- D. DSD's Director's Statement that the map conforms to the approved Tentative Subdivision Map and that all conditions imposed upon the approval have been satisfied.

- E. County Engineer's Statement that all improvements required have been completed, or the subdivider has executed the necessary agreement and submitted the required bond or deposit to secure the completion of the required improvements.

- F. County Tax Collector's Statement that there are no liens against any portion of the subdivision for unpaid state, county, city or local taxes, or special assessments.

- G. County Clerk's Statement that the Board approved the map and accepted or rejected any lots or easements offered for dedication to public uses.

- H. County Recorder's Certificate that the map is accepted for filing.

- I. Where the Surveyor's Statement states that all of the monuments will be set on or before a specified later date, the Subdivider shall furnish to the County Surveyor a bond or cash deposit in an amount equal to the estimated cost of setting the monuments guaranteeing payment.

6.2.1.3 Filing Process

- A. When all of the certificates required by the SMA and County Code have been executed, except those of the County Clerk and County Recorder, the Final Map may be submitted for action to the Board.

- B. Upon Final Map approval at the Board of Supervisors' meeting the Final Map may be submitted to the County Clerk to be signed and stamped.

- C. After the County Clerk has executed the Certificate of Approval of the Board, the Final Map may be submitted to the County Recorder. The County Recorder may accept it for filing by executing the "Recorder's Statement" on the map, provided that:
 - 1. The Subdivider has furnished to the County Recorder a guarantee of title certifying the names of all persons whose consent is necessary to pass clear title to the land;

2. All acknowledgements appear on the certificates consenting to the preparation of the map and offers of dedication.

6.2.1.4 Timely Filing

To obtain a "Timely Filing" of a Final Map, prior to the expiration date of a Tentative Subdivision Map, or any extension thereof, all items must be completed as set forth below:

- A. The original Final Map with the signatures of all those having record title interest, the Surveyor of Record, and the Tax Collector, to The County Surveyor.
- B. A subdivision improvement agreement and adequate surety executed by the Final Map applicant, to the County Engineer.
- C. Documentation demonstrating satisfaction of all applicable conditions of approval of the Tentative Subdivision Map, to DSD.

6.2.2 Parcel Map

The Parcel Map must include, at a minimum, the following:

- A. All of the technical requirements delineated in the County Code, the SMA, such as size, format, content, basis of bearings and map title.
- B. Applicable statements and certificates.
- C. The same data contained in the approved Tentative Parcel Map as to the number of units or parcels, street alignment and right-of-way width, property rights reservations, and dedication of any public easements or other dedications or conveyances.
- D. The names of all streets, public and private, and all monumentation required by the SMA, LS Act, and the County Code.

6.2.2.1 Form and Contents

The Parcel Map shall be prepared by, or under the direction of, a California Professional Land Surveyor or California Registered Civil Engineer who is authorized to perform land surveying; and shall be based upon a field survey or compiled from recorded data; and shall conform to all of the following provisions:

- A. Materials: It shall be legibly drawn, printed or reproduced by a process guaranteeing a permanent record in black India drawing ink on polyester drafting film of a thickness of four mil. Certificates, affidavits and acknowledgements may be legibly stamped or printed upon the map with black India drawing ink.

- B. Size: The size of each sheet shall be 18 x 26 inches. A marginal line shall be drawn completely around each sheet leaving an entirely blank margin of one inch. The scale of the map shall be large enough to show all details clearly and enough sheets shall be used to accomplish this end. The particular number of the sheet and total number of sheets comprising the map shall be stated on each of the sheets, and its relation to each adjoining sheet shall be clearly shown.
- C. Survey and Math Data: The Parcel Map shall show all survey and mathematical data necessary to:
1. locate all monuments,
 2. locate and retrace any and all interior boundary lines appearing thereon including:
 - a. bearings and distances of straight lines,
 - b. the radii and chord bearings,
 - c. chord distances of all curves,
 - d. such information as may be necessary to determine the location of the centers of curves when the curves are non-tangent.
- D. Exterior Boundary: The exterior boundary of the land included within the subdivision shall be indicated by a heavy-line border.
- E. Location: The Parcel Map shall show the location of the subdivision, its relation to surrounding surveys and the names of all adjacent subdivisions or adjacent ownership. The north arrow, scale and basis of bearing shall be shown.
- F. Map Title: The title of the Parcel Map shall be labeled as a Parcel Map in the heading and identify section, township and range, and prior maps, if any.
- G. Map Number: The Tentative Parcel Map number and date of approval by the applicable approving authority shall be clearly shown in the lower left hand corner.
- H. Easements Data: The width and actual locations of all easements shall be clearly shown.
- I. Parcel Data: Each parcel shall be numbered or lettered showing the area, in square feet to the nearest five feet or in acres to the nearest thousandths of an acre.
- J. Streets Data: Each street width and name shall be shown.

- K. Monuments: The location and type of all monuments shall be shown, including all monuments required to be set by the SMA and County Code. All existing monuments shall be shown.
- L. The title, notes, legend, basis of bearing, references and amendments shall be placed on each survey sheet. Any of the foregoing in this subsection may be deleted when found superfluous by the County Surveyor.

6.2.2.2 Certificates and Statements

The following certificates shall appear on the Parcel Map: (Also see the County Surveyor's website for current SMA statements.)

- A. Owner's Certificate, or a cross reference to the document recorded as the Owner's Certificate, signed and acknowledging that they have consented to the preparation, offering for dedication to the public those parcels and easements designated upon the Parcel Map to be devoted to public purposes, if any, and the recording of the Parcel Map.
- B. Surveyor's Statement of the professional Land Surveyor responsible for the survey.
- C. County Surveyor's Statement that the map is substantially the same as the Tentative Parcel Map with any approved alterations thereof, that the provisions of the SMA and County Code have been satisfied. that the map is technically correct, and acknowledgement of accepted or rejected parcels or easements offered for dedication to public uses.
- D. County Recorder's Statement that the map is accepted for filing.

6.2.2.3 Filing Process

- A. The County Surveyor may submit the Parcel Map to the County Recorder for filing after all agencies validate by letter, that all conditions imposed by said agencies have been satisfied.
- B. The County Recorder may accept the Parcel Map for filing by executing the "Recorder's Statement" on the map, provided the Subdivider has furnished to the County Recorder a guarantee of title certifying the names of all persons whose consent is necessary to pass clear title to the land, and all acknowledgements thereto appear on the certificates consenting to the preparation of the map and offers of dedication.

6.2.3 Amending Maps and Corrections

The purpose of an Amending Final or Parcel Map (Amending Map) or Certificate of Correction is to correct an error, (see 66469 of the SMA) or to show changes

in circumstances that make any or all of the conditions of the map no longer appropriate or necessary. (See 66472.1 of the SMA)

After a Final or Parcel Map is filed in the office of the County Recorder, it may be amended by a Certificate of Correction or an Amending Map where a finding is made by the appropriate approving body to change the conditions of the map.

6.2.3.1 Form and Content

- A. The Amending Map or, if applicable, a Certificate of Correction, shall be prepared by, or under the direction of, a California Professional Land Surveyor or a California Registered Civil Engineer who is authorized to perform land surveying services.
- B. The Amending Map shall follow the standard form, content, and Certificates and Statements as outlined in 6.2.1 and 6.2.2 above.
- C. The Certificate of Correction shall be on the County-approved "Certificate of Correction" format.
- D. Upon the filing of the Amended Map or Certificate of Correction the original map shall be deemed to have been conclusively so corrected, and thereafter shall impart constructive notice of all such corrections in the same manner as though set forth upon the original map.

6.2.4 Mapping Standards

All Final Maps, Parcel Maps, and Record of Surveys shall conform to the requirements set forth in this Chapter, unless provided for in the current Subdivision Map Act and Land Surveyor's Act.

6.2.4.1 Mapping

- A. Scale: The scale of the map shall be adequate to provide legibility.
- B. Lettering size: The minimum height of all lettering shall be 1/8 inch.
- C. Multiple Sheets: When the map consists of more than two sheets, exclusive of the certificate sheet, a key map showing the relation of the sheets shall be placed on the first map sheet. The sheets shall be numbered beginning with the certificate sheets, then continuing with map sheets.
- D. Dimensions: Dimension of lots or parcels shall be given as total dimensions, corner to corner, and shall be shown in feet and hundredths of a foot.

- E. Monuments: The map shall show clearly what monuments or other evidence were found on the ground to determine the boundaries of the subdivision.
- F. Bearing & Measurements: The bearing and length of every lot or parcel line, block line, and boundary line shall be shown. Bearing and lengths of chords, and radii, arc length, and delta for all curves as may be necessary to determine the location of the center of curves and tangent points shall be shown. All radial lines shall be identified.
- G. Easements: Final Maps and Parcel Maps shall show all easements to which the lots are subject. The easements must be clearly labeled by solid capital letters and identified, and if already of record, the record reference given. If any easement is not definitely located by record, a statement of such must appear on the map sheet. Easements shall be denoted by fine dashed lines. The width of the easement and the lengths and bearings of the lines thereof and sufficient ties thereto to definitely locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by the map, it shall be properly referenced in the owner's certificate with the appropriate acknowledgement in the Board Clerk or County Surveyor's Statement.
- H. Boundaries: Boundary lines of all political subdivisions adjacent to the subdivision shall be clearly designated and referenced.
- I. Accuracy: Map accuracy shall be such that any and all calculated closures shall be 1 in 10,000 or greater.

6.2.4.2 Surveying

- A. Basis of Bearings: Each map shall contain a Basis of Bearings notation which includes the description and bearing of the line used as the basis and:
 - 1. The record data of the map or document from which it was obtained; or
 - 2. A statement that says bearing is based on either a solar, polaris or GPS observation.

The following are acceptable basis of bearings:

- 1. Recorded Maps;
- 2. Astronomical Observation;
- 3. California Coordinate System. Maps with this basis of bearing shall also include a control scheme through which the coordinates were determined from points of known coordinates;
- 4. Government Records and other records as approved by the County Surveyor.

Note:

If any map for any proposed land development project may affect the County's right-of-way, please refer to Chapter 4 and/or DOT for more information. The applicant may be required to use existing survey information and/or DOT's basis of bearings.

- B. Accuracy: All field survey accuracy shall be in compliance with acceptable surveying practices.
- C. Monuments: All lot or parcel corners shall be monumented in subdivisions and include permanent horizontal control monuments sufficient to re-establish the subdivision control at the direction of the County Surveyor.

6.2.5 Road Naming

In many cases a Final or Parcel Map will require roads to be named. The road naming process is managed by the County Surveyor and includes approvals by the applicable local Fire Protection District and the U.S. Post Office responsible for mail delivery to the area. The process description and the forms needed may be obtained from the County Surveyor Web site at <http://ww.edcgov.us/surveyor/>.

6.2.5.1 Form and Contents

The Road Name Petition must be filled out completely and the applicant must obtain all the required signatures. The petition, a copy of the Assessors Map, and fee must be submitted to the County Surveyor.

6.2.5.2 Process

The road names must follow the County's Policy on Road Naming. The approved road name will appear on the Final or Parcel Map. Applicant shall, within thirty days of notification, install a permanent sign as shown on the County Surveyor's website.

6.3 LOT LINE ADJUSTMENTS AND MERGERS

6.3.1 Lot Line Adjustments

The purpose of a Lot Line Adjustment is to permit minor changes in boundary or property lines between parcels without requiring the entire subdivision map process. A Lot Line Adjustment:

- A. is limited to four or less adjoining parcels;
- B. results when land taken from one parcel is added to an adjacent parcel;
- C. does not create a greater number of parcels.

A Lot Line Adjustment shall not be permitted without the approval of the DSD Director, Tax Collector and County Surveyor.

6.3.1.1 Form and Contents

The Lot Line Adjustment descriptions and applicable map shall be prepared by, or under the direction of, a California Professional Land Surveyor or California Registered Civil Engineer who is authorized to perform land surveying services.

A Lot Line Adjustment shall be reflected in a deed and a Record of Survey shall be completed as required by Section 8762 of the California Business and Professions Code, unless the new boundary line appears on a Final Map or Parcel Map.

6.3.1.2 Certificates and Statements

The Lot Line Adjustment descriptions and applicable map shall follow the standard form, content, Certificates and Statements as outlined in 6.2.2 above.

6.3.1.3 Filing Process

Real property taxes must be current on all parcels involved in the proposed Lot Line Adjustment and all record title interest holders must consent to the adjustments.

6.3.2 Parcel Merger

The purpose of a Parcel Merger is to combine adjoining parcels into one parcel.

A Parcel Merger shall not be permitted without the approval of the DSD Director, Tax Collector and County Surveyor.

6.3.2.1 Form and Content

The Parcel Merger descriptions, and certificate or map shall be prepared by, or under the direction of, a California Professional Land Surveyor or California Registered Civil Engineer who is authorized to perform land surveying services.

A Parcel Merger shall be reflected in a Certificate of Merger document and a Record of Survey where required by Section 8762 of the California Business and Professions Code. *Exception:* A Certificate of Merger is not required if the new parcel merger is on a Final Map or Parcel Map.

6.3.2.2 Certificates and Statements

The Parcel Merger certificate shall be on the County-approved “Certificate of Merge” format, or the applicable map shall follow the standard form, content, Certificates and Statements as outlined in 6.2.2 above.

6.3.2.3 Filing Process

Real property taxes must be current on all parcels involved in the proposed Parcel Merger and all record title interest holders must consent to the merger.

6.4 OTHER

The County Surveyors Office is also responsible for a variety of other functions pertaining to development. Some of those functions are listed here.

6.4.1 Road Naming of Existing Roads

In many cases, a building permit will require roads to be named. The road naming process is managed by the County Surveyor and includes approvals by the applicable local Fire Protection District, the U.S. Post Office providing mail delivery to the area, and a large percentage of the property owners along the road being named. The process description and forms needed are available on the County Surveyor Web site at <http://www.edcgov.us/surveyor/>.

6.4.1.1 Form and Contents

The Road Name Petition must be filled out completely and the applicant must obtain all the required signatures. The petition, a copy of the Assessors Map, and fee must be submitted to the County Surveyor.

6.4.1.2 Process

The road names must follow the County's Policy on Road Naming. The approved road name will appear on the Final or Parcel Map. The applicant shall, within thirty days of notification, install a permanent sign meeting the standards as shown on the County Surveyor Web Site.

6.4.2 Addressing

In many cases a building permit will require an address. The address numbering process is managed by the County Surveyor and includes approvals by the local Post Office and the applicable Fire Protection District. The process is described on the County Surveyor Web site at <http://www.edcgov.us/surveyor/>.

6.4.2.1 Form and Contents

The address will be determined from the DSD-approved site plan.

6.4.3 Certificates of Compliance

In some cases a building permit or other development will require a Certificate of Compliance. Although the Certificate of Compliance process is managed by the County Surveyor, it may require the involvement of DSD to complete. The process description and forms needed can be obtained from the County Surveyor Web site at <http://www.edcgov.us/surveyor/>.

6.4.3.1 Form and Contents

The Certificate of Compliance Application must be filled out completely and all supporting data be attached.

6.4.3.2 Process

As of March 4, 1972, the California State Subdivision Map Act required that new parcels of land could only be created lawfully by recording a Parcel Map or a Final Map. Parcels created in violation of these requirements may not be eligible to obtain building or development permits. The Certificate of Compliance application process can be used to make these unlawfully created parcels legal parcels.

There are three major categories of Certificate of Compliance applications:

- A. The Certificate of Compliance is processed by DSD, which may require a public hearing and compliance with applicable development standards. See Chapter 2 of this manual.
- B. The Certificate of Compliance is processed by the County Surveyor without a public hearing and is Unconditional under the following rules:
 1. The parcel is one of less than five parcels created by the same owner from the original parcel prior to March 4, 1972, or
 2. The parcel is the result of a division which created parcels of 40 acres or larger, or is not less than a quarter of a quarter section, created prior to March 4, 1972, or
 3. The parcel is a Final or Parcel Map remainder created prior to January 1, 1980, or
 4. The parcel was created in violation of the Subdivision Map Act or local ordinance and subsequently issued any permit or grant of approval for development.
- C. The Certificate of Compliance is processed by the County Surveyor without a public hearing and is Conditional under the following rules:
 1. The parcel was one of five or more parcels created by separate ownership transfer of a deed or similar document by the same owner from the original parcel prior to March 4, 1972 and the parcel appears on the 1972 tax roll as a separate parcel.
 2. The parcel was created by a gift deed or grant deed with zero transfer tax between the dates of March 4, 1972 and October 10, 1983 where fewer than five parcels were created by the same owner from the original parcel.
 3. The parcel was the result of a division which created parcels 40 acres or larger, or not less than a quarter of a quarter section after March 4, 1972 and prior to January 7, 1992 and fewer than five parcels were created by the same owner from the original parcel.