

EL DORADO COUNTY SURVEYOR LOT LINE ADJUSTMENT PROCESS

Lot Line Adjustments begin with an application to Planning Services for the initial approval. Planning will mail you a letter stating your application has been approved (or denied) and you may proceed with the next step. When the County Surveyor's office receives a copy of the letter from Planning, we file it in numerical order and it remains there until the client and private surveyor begin work on it. There is an expiration date of one (1) year on the Planning Services approval. The adjustment is approved on the parcels, and is not dependent on the original owners. Any easements between lots/parcels will not be removed by the filing of the map alone. The removal or modification to an easement requires an Abandonment of Easement (AOE) that is processed either through Planning Services or County Surveyors, depending on the type of easement. Contact the County Surveyor for more information.

NOTE: There are additional requirements if the property is within the Tahoe Regional Planning Area. Refer to TRPA for their process in conjunction with the County process.

A California Professional Land Surveyor or California Registered Civil Engineer who is qualified to perform land surveying **and** a Title Company are required to process **all** lot line adjustments. Most adjustments require a map be filed while a few don't. (The Professional Land Surveyor and the County Surveyor will make that decision.)

- 1) A Lot Line Adjustment begins with an application to Planning Services for the initial approval. They will mail you a letter stating your application has been approved (or denied) so you may begin the process to adjust the parcel lines. The approval has an expiration of one (1) year.
- 2) The private surveyor makes a submittal to the County Surveyor's Office with the applicable fee after receiving the letter of approval from Planning.
- 3) The client must hire a Title Company to search all properties involved, have the owners sign and notarize the correct grant deeds and owner's certificate and issue a guarantee to the County as to all persons having record title interest. They will coordinate with the lenders to modify the deeds of trust to fit the new boundary description. In the case where the properties are free and clear, the County still requires a guarantee from the Title Company.
- 4) Taxes must be current on all parcels at the time of recording. The applicant must submit the appropriate form and fee to the County Tax Collector for estimates of taxes at least two weeks prior to filing the necessary paper work. The County Surveyor's Office will get the signature from the Tax Collector and Planning Services once the tax estimate is completed and payment has been received.

When the Map/Lot Line Adjustment package comes in, the Surveyor's Office must know the Title Company and a contact person that is handling your project. We will contact them and coordinate the recording of the map and / or documents.

If you have any questions, please call (530) 621-5440.