



# PLANNING AND BUILDING DEPARTMENT

## PLANNING DIVISION

<https://www.edcgov.us/Government/Planning>

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### PLACERVILLE OFFICE:

2850 Fairlane Court, Placerville, CA 95667

#### BUILDING

(530) 621-5315 / (530) 622-1708 Fax

[bldgdept@edcgov.us](mailto:bldgdept@edcgov.us)

#### PLANNING

(530) 621-5355 / (530) 642-0508 Fax

[planning@edcgov.us](mailto:planning@edcgov.us)

### LAKE TAHOE OFFICE:

924 B Emerald Bay Rd

South Lake Tahoe, CA 96150

(530) 573-3330

(530) 542-9082 Fax

## Lot line Adjustments and Merge

Lot line adjustments applications are utilized whenever lot line adjustments are proposed between two to four existing adjoining lots. In this application, land is taken from one lot and added to an adjoining lot. In no case are any new lots created.

This application is also used in those instances where adjoining lots under common ownership are proposed to be merged into one lot.

### REQUIRED FINDINGS

A lot line adjustment and merge can't be permitted without the approval of the Planning Division, County Surveyor, and County Treasurer/Tax Collector. The initial application is made to the Planning Division to determine if it complies with County zoning and General Plan requirements. If approved, the final application is made to the County Surveyor for review, approval, and recording of the map and other documents. A lot line adjustment or boundary line agreement **cannot be approved and recorded unless the following findings have been made:**

1. The real property taken from a lot is added to an adjoining lot of real property. Adjoining lots in one lot line adjustment may adjoin by separate points or lines in a series and do not have to all share the same point or line.
2. A greater number of lots than originally existed are not thereby created.
3. All record title interest holders have consented to the adjustment.
4. The resulting lots confirm to the General Plan and Zoning Ordinance.
5. Exceptions to the minimum lot size for the respective zone meet the requirements (refer to [Subdivision Ordinance 120.53.070](#)).
6. Real property taxes are current on all lots involved in the proposed lot line adjustments.
7. A boundary line agreement must also meet the following finding: The common property line between two adjoining lots must be unclear as to its certain location.

## **PROCESS**

1. Applicant/agent prepares all required submittal information and makes an appointment to submit the application to the Planning Division, schedule an appointment or call (530) 621-5355.
2. Application is distributed to the Environmental Management and/or the Department of Transportation, if applicable. Recommendation from Environmental Management and/or the Department of Transportation is returned, if applicable.
3. Planning reviews the application and, if a determination to approve is made, an approval letter is transmitted to the applicant and to the County Surveyor.
4. Applicant's surveyor contacts the County Surveyor regarding the type of map or recording document required. Applicant's surveyor submits draft map, documents, a current title report, and applicable fee to County Surveyor.
5. County Surveyor reviews submitted maps and documents for accuracy and conformance with the State Subdivision Map Act and local ordinance.
6. Applicant submits Tax Form and applicable fee to the County Treasurer/Tax Collector to obtain the Tax Certificate noting property taxes on all parcels are current.
7. Maps and documents are recorded.

## **TIMING**

Step 3 in the Process section above is usually completed within three to six weeks from submittal. During high demand times of the year there may be a longer than normal completion time. The remaining steps normally require a survey and preparation of a map and documents. Timing depends on the schedule of your surveyor and title company and the complexity of your property title.

## **FEES**

Current application and revision fees may be obtained by accessing the Planning Division [online fee schedule](#) or calling (530) 621-5355.

## **APPLICATION**

If the application and submittal requirements are not attached to this information packet, please contact Planning Division at (530) 621-5355 for general assistance. For questions regarding the type of map which will be required for final recording, call the County Surveyor's office at (530) 621-5440.

## **APPOINTMENT**

Applications are accepted by appointment only: [Schedule an appointment](#) or call (530) 621-5355. Please have all required submittal information completed before your appointment.

## **APPEALS**

The decision of the Planning Division may be appealed to the Planning and Building Director within 10 working days from the date of decision. Appeals must be filed, along with the applicable fee as established by resolution of the Board of Supervisors. For further information on the appeals process, refer to [Subdivision Ordinance 120.53.070](#).

## **EXPIRATION**

Final recordation of the lot line adjustment must occur within one year from either the end of the appeal period, or from the final decision on an appeal, whichever comes later. Two one-year time extensions can be allowed subject to written request of the applicant, accompanied by a fee as established by resolution of the Board of Supervisors and approval by the Planning Services Division. Failure to record within this time will result in the expiration of the lot line adjustment, refer to [Subdivision Ordinance 120.53.100](#).



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## Lot line Adjustments and Merge Required Submittal Information

Please use the \_\_\_\_\_ to be sure you have all the required information. The application will be deemed incomplete and not be accepted if not provided. All plans and maps must be folded to 8 ½" x 11".

### APPOINTMENT

Applications are accepted by appointment only. [Schedule an appointment](#) or call (530) 621-5355. Please have all required submittal information completed before your appointment.

### Required Forms and Maps

1. Application form and agreement for payment of processing fees are complete and signed.
2. Letter of authorization from all property owners authorizing agent to act as applicant, when applicable.
3. Proof of ownership (Grant Deed), if the property has changed title since the last tax roll.
4. One full-size site plan drawn to scale and of sufficient size to allow for a clear delineation of the follow information, if applicable, and one 11" x 17" version of the full-size site plan.
  - a. \_\_\_\_\_ One site plan drawn to scale and one 11" x 17" plan
  - b. \_\_\_\_\_ Entire parcel showing perimeter with dimensions
  - c. \_\_\_\_\_ North point and scale
  - d. \_\_\_\_\_ Scale
  - e. \_\_\_\_\_ Existing property line (dashed -----)

- f. \_\_\_\_\_ Proposed property line boundaries (solid \_\_\_\_\_ )
- g. \_\_\_\_\_ Acreage of existing lots
- h. \_\_\_\_\_ Acreage of resulting lots
- i. \_\_\_\_\_ All existing and proposed structures
- j. \_\_\_\_\_ Identify and locations of public water and waste water purveyors
- k. \_\_\_\_\_ Exact location of existing and proposed septic system and wells
- l. \_\_\_\_\_ Exact location of all roads and utility easements, including the purpose and width
- m. \_\_\_\_\_ Percent of grade on proposed road easements
- n. \_\_\_\_\_ Accurate dimensions on those areas affected by the proposed adjustments
- o. \_\_\_\_\_ Signature block for Planning Division to approve:

Approved by Planning Division: \_\_\_\_\_

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

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### Lot Line Adjustment and Merge Application

File # (assigned by the County) \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

APN \_\_\_\_\_ Property Size \_\_\_\_\_ Zone \_\_\_\_\_ GPD \_\_\_\_\_ TRA \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

APN \_\_\_\_\_ Property Size \_\_\_\_\_ Zone \_\_\_\_\_ GPD \_\_\_\_\_ TRA \_\_\_\_\_

Applicant/Agent \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Engineer/Surveyor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Location: The property is located on the N S E W side of \_\_\_\_\_

\_\_\_\_\_ Feet/miles N S E W of the intersection with \_\_\_\_\_ in the \_\_\_\_\_ area.

Purposed for Lot Line Adjustment and Merge:

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

X \_\_\_\_\_ Date \_\_\_\_\_

I, K.E. Coleman, herby certify that according to the records of this office, there are no delinquent taxes owed on the above referenced Assessor's Parcels (APN). This statement is valid through

Date \_\_\_\_\_ by \_\_\_\_\_

K.E. Coleman, Treasurer-Tax Collector, Deputy

**FOR OFFICE USE ONLY**

Date \_\_\_\_\_ Fee \$ \_\_\_\_\_ Receipt \_\_\_\_\_ # Rec'd by \_\_\_\_\_

Sup Dist \_\_\_\_\_ Sec \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_

Action by \_\_\_\_\_ Planning Division \_\_\_\_\_ Action by \_\_\_\_\_ County Surveyor \_\_\_\_\_

Date\* \_\_\_\_\_ Date \_\_\_\_\_

\*Expires one year from the date of approval

Approved	Denied	Approved	Denied
_____	_____	_____	_____

Staff Signature and Title

County Surveyor

Approval of this application must be referred to your title company for any necessary modifications of prior deeds of trust or any other encumbrance that may need to be modified.