

**NEVADA COUNTY COMMUNITY DEVELOPMENT AGENCY
PLANNING DEPARTMENT**

ERIC ROOD ADMINISTRATION BUILDING
950 Maidu Avenue, Suite 170
Nevada City, California 95959-8617
Phone: (530) 265-1222 FAX: (530) 265-9851

**APPLICATION PACKET for
BOUNDARY LINE ADJUSTMENTS**

Pursuant to Sec. 66412(d) of the Government Code of the State of California, also known as the State Subdivision Map Act, County ordinance allows boundary line adjustments to adjust the boundaries between two or more adjacent parcels, where 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. Boundary Line Adjustments may also combine two existing, adjacent parcels.

Sec. L-II 4.1.3 of Zoning Regulations establishes the procedure and the requirements for approval of boundary line adjustments. A Boundary Line Adjustment may not result in a greater number of parcels than existed prior to the adjustment; it may not result in additional density for the affected parcels; it may not result in the potential for further division of affected parcels; it may not create non-conforming lots, nor may it create conflicts with any zoning or building requirements, including property line setbacks for buildings and/or sewage disposal systems.

Please be aware that if any health and safety violations, such as unpermitted structures, exist on a parcel involved in the Boundary Line Adjustment, the parcel must be brought into compliance. Property owners may elect to obtain the necessary permits prior to submitting a Boundary Line Adjustment application, or if any health and safety violations become evident during the project review, the violation will have to be corrected prior to recording the Boundary Line Adjustment or within 60 days after it records. If the violation is not corrected within this time period, a Code Compliance case may be opened on the property.

Approximately 30 days after filing an application, the Planning Director will act to approve or deny your tentative boundary line adjustment. Upon approval, it is the applicant's responsibility to contact a professional land surveyor or engineer to complete the adjustment by recording deeds to convey the property, in one of the following two ways:

1. If a Record of Survey is submitted for recordation it shall be signed and sealed by a land surveyor or civil engineer licensed to practice land surveying in California, and be in compliance with Subdivision Map Act Section 66412(d).
2. If a record of survey is not prepared for an approved boundary line adjustment, the document used to convey the property shall be accompanied by a sketch map depicting the adjusted boundary. The sketch map shall be signed and sealed by the land surveyor or civil engineer, shall include a statement that a record of survey is not required in conformance with Section 8762 of the Business and Professions Code and shall include the County File Number approving the adjustment.

TENTATIVE BOUNDARY LINE ADJUSTMENTS
FILING INSTRUCTIONS & CHECKLIST

This form must be filed with your application. Please check off (✓) each item to verify that the required information is attached. Your application will not be accepted if any required item is missing.

- () 1. The signed and completed Application form, including a letter of authorization from the property owner(s), if forms are signed by a Representative.
- () 2. Filing fees pursuant to the most recently adopted Resolution of the Board of Supervisors.
- () 3. The signed and completed Agreement to Pay Form.
- () 4. Two copies of current property Grant Deeds, verifying ownership and the legal description of each parcel.
- () 5. For parcels not created by subdivision or parcel map, a copy of a deed recorded prior to March 4, 1972 that describes and conveys the parcels. If the parcels are presumed to have been legally created, submit a Chain of Title issued by a title company and all other supporting documentation. If the County surveyor determines that insufficient evidence has been provided to document legally existing parcels, a Certificate of Compliance may be required.
- () 6. A current (within 6 months) Preliminary Title Report prepared by a Title Company describing existing encumbrances, if any.
- () 7. A letter briefly explaining your need for the Adjustment. Be specific.
- () 8. Five copies of an exhibit, prepared and stamped by a licensed land surveyor or civil engineer, clearly showing all property boundaries of each parcel. The following information must be included on the exhibit:
 - ___ a. Drawing must be legible, drawn to a commonly recognized engineers or architects scale in ink or blue line. Lined, graph or colored paper will not be accepted. Minimum paper size is 11"x 17".
 - ___ b. Provide a detailed vicinity map (1" = 2000') showing the location of the project in relation to the surrounding area, including Section, Township, and Range.

- ____ c. Provide an information table including:
 - Property owner name(s)
 - Assessor parcel numbers
 - General plan and zoning designations
 - Method of sewage disposal and source of water supply
 - Name of site plan preparer and date
- ____ d. Show existing and proposed gross lot acreages for each parcel.
- ____ e. Provide a North arrow and the scale used.
- ____ f. Clearly delineate both existing and proposed property lines.
- ____ g. Show any on-site easements (roads, utility, etc.).
- ____ h. Location and names of adjacent or abutting roads and streets.
- ____ i. Delineate all slopes in excess of thirty percent.
- ____ j. Show the location and use of all buildings and other improvements on affected parcels, including:
 - Structures and their **SETBACKS** from existing/proposed property lines
 - Driveways and roads
 - Sewage disposal systems and wells
 - Show all watercourses, including ponds, within 100' of property lines

() 9. One reduced copy (8 ½ " x 11") of the exhibit.

TENTATIVE BOUNDARY LINE ADJUSTMENT APPLICATION
Please type or print in black ink

Number of parcels affected by adjustment: _____

PARCEL #1:

Assessor's Parcel #: _____ Acreage: _____
(Current) (Proposed)

Full Name of Property Owner(s): _____

Mailing Address & Zip Code: _____

Phone No: () _____ FAX No: () _____

PARCEL #2:

Assessor's Parcel #: _____ Acreage: _____
(Current) (Proposed)

Full Name of Property Owner(s): _____

Mailing Address & Zip Code: _____

Phone No: () _____ FAX No: () _____

REPRESENTATIVE (if any): _____ () _____
Name Telephone No.

Mailing Address & Zip Code: _____

Phone No: () _____ FAX No: () _____ E-Mail: _____

I hereby acknowledge that I have read this application and state that the information given is correct. I agree to comply with all County Ordinances and State laws regulating property development.

Signature of Property Owner(s): _____ DATE: _____

Signature of Property Owner(s): _____ DATE: _____

Signature of Property Owner(s): _____ DATE: _____

Signature of Property Owner(s): _____ DATE: _____

IF MORE THAN 2 PARCELS ARE BEING ADJUSTED, PROVIDE REQUIRED INFORMATION FOR ADDITIONAL PARCELS ON A SEPARATE PAGE

