

BOUNDARY ADJUSTMENT REQUIREMENTS AND PROCEDURE

A. **Requirements:**

Boundary Adjustments per Section 19.36 of the City's Municipal Code can be used to adjust the boundaries between two, three or four contiguous lots provided the following does not occur with the exchange of property:

1. No new lots are created;
2. Does not include any lots or parcels created illegally;
3. Does not impair any existing access, or create a need for any new easement serving any adjacent lot(s) or parcel(s);
4. Does not impair any existing easements or create a need for any new easement serving any adjacent lot(s) or parcel(s);
5. Does not require substantial alteration of any existing improvements or create a need for new improvements.

B. **Procedure:**

The applicant (or Engineer/Land Surveyor for the applicant) submitting the boundary adjustment shall complete the attached plat if sufficient space is provided or use it as a guideline to create, with CAD or word processing software, a new document with the same format (standard 8 1/2" x 11" size is required).

The following information shall be submitted to the Planning Division with a Boundary Adjustment request:

1. A seven hundred fifty (\$750) dollar filing fee;
2. A copy of the most recently recorded Grant Deed(s) and Preliminary Title Report(s) (if available - must be no more than one year old) for all properties involved in the boundary adjustment;
3. a. If there is a transfer of ownership, new Grant Deed(s) are required and shall be reviewed by the City. A draft of the deed(s) shall be checked by the owner(s) prior to being signed. The Grant Deed form(s) maybe qualified ("For Boundary Adjustment Purposes Only") directly below where "GRANT DEED" is shown on the document. The plat and legal description(s) of the ADJUSTED PARCELS shall be recorded with the new Grant Deed(s);

 b. If there is no transfer of ownership, a Certificate of Compliance is required and shall be prepared for the owner by the City. The fee is (\$750). The plat and legal description(s) of the ADJUSTED PARCELS shall be recorded with the Certificate of Compliance;
4. Proof of legality of parcels to be adjusted;
5. Complete legal descriptions of the "AFTER ADJUSTMENT" parcels (with assessor's parcel numbers) shall be written on a separate sheet of paper identified as EXHIBIT "A" (signed and wet sealed by the engineer/land surveyor);
6. A copy of all reference documents and computer print-out traverses with areas of the entire boundary, existing lots and proposed lots shall also be submitted;

7. Initially, a draft copy of the Boundary Adjustment plat sheet(s) identified as EXHIBIT "B" shall be submitted for review. After review and preliminary approval, one reproducible original plat mylar sheet(s) is required by the City for approval. Prior to submittal of the plat mylar sheet(s), but after preliminary approval, the plat mylar sheet(s) must be signed by the San Diego County Department of Environmental Health and utilities certifying their approval of the adjustment taking place.

If any of the parcels are on septic, approval from the San Diego County Department of Environmental Health must be stamped on all the original plat mylar sheet(s) prior to submittal to the City. If all of the affected properties are served by sewer service, the San Diego County Department of Environmental Health certification will be waived after a letter from the sewer agency serving the parcels has been received by the City;

8. The boundary adjustment plat MUST show the following for preliminary approval:

- _____ a. Plat identified as EXHIBIT "B".
- _____ b. The parcels and the adjustment requested. The existing boundary proposed to be relocated shall be shown as a dashed line and labeled "Existing Boundary." The proposed boundary shall be shown as a solid line and labeled "Proposed Boundary." All other ownership lines shall be shown as solid lines.
- _____ c. The net area of each proposed lot.
- _____ d. The location of all existing buildings and/or structures, and the minimum distance between each building and/or structure and the boundary of the proposed lot within which it is situated.
- _____ e. Location and identification of any easements on the properties.
- _____ f. A statement of the existing zoning of each lot.
- _____ g. Abbreviated legal description of the ownership involved.
- _____ h. The dimensions (bearing/distance or delta/radius/arc length) of each boundary of each proposed lot.
- _____ i. The names of the owners labeled within or adjacent to the parcels involved.
- _____ j. The current Assessor's Parcel Number(s) of each parcel shown within or adjacent to each parcel.
- _____ k. A small vicinity map.
- _____ l. Name, address and telephone number of the applicant (i.e. the person seeking approval of the boundary adjustment).
- _____ m. Name, address, telephone number and signature of the current owner(s) for all parcels involved in the adjustment.
- _____ n. Name, address, telephone number, wet seal and signature of the engineer or land surveyor who prepared the plat and legal description and his/her registration or license number.

C. Procedure for Approval:

Within fifteen (15) working days after submittal, the boundary adjustment will either be preliminarily approved, preliminarily approved with conditions, or denied. The decision is appealable to the Planning Commission.

Once preliminary approval has been given and the plat has all the required signatures, the City shall prepare a Certificate of Compliance. It is the responsibility of the applicant to have the Grant Deed(s) or Certificate of Compliance with the Boundary Adjustment plat and legal description attached recorded at the County Recorder's Office. The Boundary Adjustment is not recognized nor is final approval given by the City until a recorded copy of all the documents has been received by the City. Filing fee for the **Certificate of Compliance is six hundred fifty (\$650).**

All processing of the adjustment shall terminate if final approval of the boundary adjustment is not given by the City within six (6) months from the date of initial submittal.

NOTE:

Property which is subject to special assessments (which are not yet payable) must file an application for a bond split. The application shall be submitted to the bondholder for approval (accompanied by a deposit sufficient to accomplish the bond split process). If the bond split application is rejected by the bondholder, the assessment must be paid off prior to the adjustment being approved.

Listed below are the utilities to contact for Boundary Adjustment plat certification:

San Diego County Department of Environmental Health
338 Via Vera Cruz, Room #201
San Marcos, CA 92069
Phone: (760) 471-0730
Fax: (760) 940-2925

Vallecitos Water District
Cheryl Brandstrom
201 Vallecitos de Oro
San Marcos, CA 92069
Phone: (760) 744-0460
Fax: (760) 744-5989

or Vista Irrigation District
Henry Amador
202 W. Connecticut Ave.
Vista, CA 92083
Phone: (760) 724-8811
Fax: (760) 724-0856

San Diego Gas & Electric
Kayla Carol
8306 Century Park Ct. #4106
San Diego, CA 92123-1593
Phone: (619) 637-7966
Fax: (619) 737-7972

Pacific Bell
Phil Stoddart
Right of Way Office
4220 Arizona Street, Room #100
Phone: (619) 574-2818
Fax: (619) 296-0127

Cox Communications
Glenna Taylor
5159 Federal Blvd.
San Diego, CA 92105
Phone: (619) 266-5206
Fax: (877) 873-4339

or Adelphia Communications, Inc.
Valerie Manning
5720 El Camino Real
Carlsbad, CA 92008
Phone: (760) 438-7741
Fax: (760) 438-8461

ADJUSTMENT PLAT CITY OF SAN MARCOS

SCALE: ___ IN = ___ FT

DATE FILED _____ PRELIMINARY ACTION BY _____
 REC'D BY _____ DATE _____ FINAL ACTION BY _____
 DATE _____

ENVIRONMENTAL HEALTH AND UTILITIES CERTIFICATION	FOR DEPARTMENTAL USE ONLY
NO EXISTING EASEMENTS WILL BE AFFECTED BY THIS BOUNDARY ADJUSTMENT ENVIRONMENTAL HEALTH _____ VALLECITOS WATER _____ SDG&E _____ PACIFIC BELL _____ CABLE TELEVISION _____	PRELIM. FEE _____ FINAL FEE _____ RECEIPT. NO. _____ RECEIPT. NO. _____

OWNER _____
 PHONE NO. _____

ADDRESS _____
 CITY _____

OWNER'S SIGNATURE _____
 APPLICANT _____
 ADDRESS _____
 PHONE NO. _____

ENGINEER/LANDSURVEYOR'S SIGNATURE _____
 MAP PREPARED BY _____
 ADDRESS _____
 PHONE NO. _____ ROE/LS NO. _____

PLAT NO. _____