



## Boundary Line Adjustments Submittal Requirements

June 2013

**Purpose:** According to the Subdivision Map Act, Section 66412 (d) and the City of Elk Grove Municipal Code, an application and fee must be submitted to the City of Elk Grove Planning Department. Boundary Line Adjustments will only be granted between four (4) or less adjoining legal parcels and must be approved by the Planning and Public Works Departments and recorded with the County of Sacramento's Recorders office.

### Boundary Line Adjustments Submittal Requirements:

- One (1) Site Plan (include Easements and Structures)
- Legal Descriptions
- Plats to Accompany Legal Description
- One (1) Set of Traverse Calculations
- One (1) Affidavit from All Owners Consenting to Boundary Line Adjustments
- Title Reports with Schedule B Documents (Issued within Sixty (60) Days)
- Current Grant Deeds (Vesting Deeds)
- Chain of Title –(if any legal description is a meets and bounds description)
- Recorded Maps
- Proof that all current taxes have been paid

**Fee-** See City fee booklet at <http://www.elkgrovecity.org/finance/pdfs/fee-booklet.pdf>

**Size:** Site Plan shall be submitted on 8-1/2" x 11", 11" x 17", or 18" x 26" white bond paper. Legal descriptions and accompanying plats shall be on 8-1/2"x 11" sheets only and be fully dimensioned, clear and legible. Only common engineering scales shall be used.

### Boundary Line Adjustments Legal

**Description and Plat Standards:** The Legal Descriptions and Plats shall conform to the City of Elk Grove's format. Transfer and resultant parcels shall maintain the integrity of the original property description. Traverse calculations with error of closure based on a single coordinate system shall be included with the submittal. Curves shall be defined by radius, delta and arcs. Legal Descriptions and Plats shall be prepared, stamped, and "wet-signed" by a Licensed Land Surveyor or Registered Civil Engineer licensed to practice surveying.

**Additional Requirements:** Additional project specific information may be required during the review process. All current taxes must be paid as of the date of the approval of the Boundary Line Adjustment.

**Once Approved:** When the boundary line adjustment has been approved and signed by the City the Title Company will be contacted to pick up the documents for recordation. Since other documents will need to be recorded with the Boundary Line Adjustment the approved documents will only be released to the Title Company.

### Where to Submit Boundary Line

**Adjustments:** To the Planning Department at the City of Elk Grove, 8401 Laguna Palms Way, front counter on the first floor.

**Questions:** If you have any questions regarding the process of submitting Boundary Line Adjustments to the City of Elk Grove, please contact (916) 478-3612 or visit our website at [www.elkgrovecity.org](http://www.elkgrovecity.org).