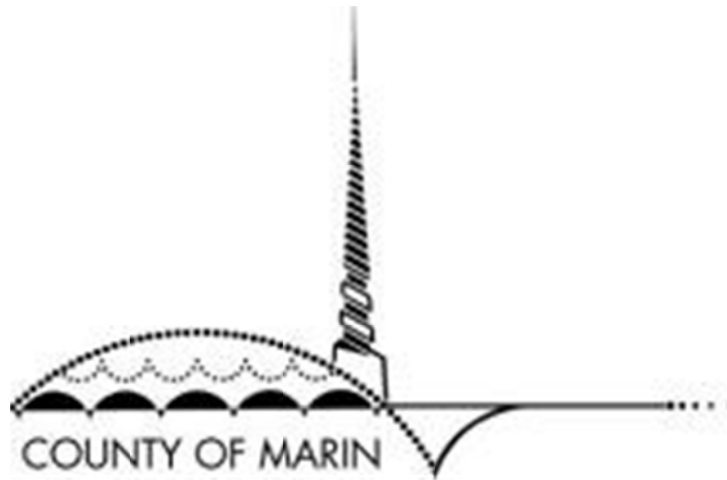


Recording Approved Lot Line Adjustments



PREPARED BY:
DEPARTMENT OF PUBLIC WORKS
LAND DEVELOPMENT DIVISION

April 25, 2016

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INFORMATIONAL BULLETIN FOR RECORDING LOT LINE ADJUSTMENTS

Application for Lot Line Adjustment Approval (ALLAA)

A completed Application for Lot Line Adjustment Approval is required and shall be prepared in a standard form as set forth by the County and shall be recorded along with the Lot Line Adjustment Deeds. The Department of Public Works shall transmit every application for an Application for Lot Line Adjustment Approval to the CDA-Planning Division to verify that the deeds and exhibits proposed for recordation substantially conform to an approved Lot Line Adjustment before further action by Department of Public Works. The owner's name(s) and title have to appear exactly as it is shown on the record deed. After the approval of the ALLAA and before recordation, the record owner(s) of all parcels involved must sign the form before a Notary Public and attach California all-purpose certificate of acknowledgment. Include the assessor's parcel number and reference to the legal description of the existing lots to be adjusted for each parcel. The ALLAA normally includes the following exhibits "A", "B" & "C", although more exhibits may be required for multiple transfer parcels.

Exhibit "A" - Legal Descriptions for the Transfer Parcel(s) (reviewed by DPW)

Legal descriptions of each portion of land to be transferred shall be typed on the body of ALLAA form or attached as Exhibit "A". Multiple Exhibits (A1, A2, etc.) may be included for multiple transfer parcels. The descriptions shall use the Transfer Parcel number(s) (Parcel T 1, Parcel T 2, etc.) designations as shown on the Lot Line Adjustment map. The legal description must be signed and sealed by a registered surveyor/engineer, licensed in the State of California. The legal description should be written clockwise.

Exhibit "B" - Lot Line Adjustment Map (reviewed by DPW)

Either a signed and stamped Plat drawn in black ink on 8 1/2" X 11" labeled Exhibit B must be submitted or if filing a RS/LLA (18" X 26") the following language may be inserted on the Exhibit B page in lieu of a Plat. The maps must be clear and readable. Following minimum information must be provided on the map (additional information may be required).

Map scale, north arrow, line type legend, vicinity map, index map for large parcels. The location of the project site in relation to the existing streets, adjoining lots, alleys, water bodies and distance from the nearest cross street.

Right-of-way widths and street names.

The existing and proposed lot layout labeling each boundary line. Sufficient dimensions and record boundaries so as to define and establish the boundary of the subject property. Use heavy solid line to depict proposed boundaries, light solid line for existing lot lines to remain, light dashed lines for existing lot lines to be removed and smaller dashed lines for easements. The adjusted parcels and transfer parcels shall be lettered or numbered consecutively in a manner that there will be no

confusion with the original lots or parcel numbers (show in a darker, bolder text, i.e. **PARCEL A, PARCEL T-1**).

Existing lot numbers, reference to the recorded documents that established the existing lots of the project site, adjoining lots and existing easements.

Gross area before and after adjustment to the nearest one tenth of an acre.

Signature, seal of the surveyor and the date that plan was prepared.

APN-Assessor's Parcel Number for each lot.

Project Number and File number (the LL number assigned by County), sheet number and County title block with owner and engineer block filled out.

The following statement shall be added if applicable (i.e. if property corners are to be set):

Monuments will be set within 90 days along the adjusted lot corners, and a Record of Survey or Corner Record will be filled if required by Section 8762 of Business and professional Code. Gov't Code § 66412(d); Ops. Cal. Atty. Gen. 231(1994).

Exhibit "C" - Legal Descriptions for New Parcels (reviewed by DPW)

Legal descriptions of every NEW ADJUSTED PARCEL shall be typed on the body of ALLAA form or attached as Exhibit "C". The descriptions shall use the Parcel number designations as shown on the Lot Line Adjustment map. The legal description must be signed and sealed by a registered surveyor/engineer, licensed in the State of California. The legal description should be written clockwise.

Title Report

Provide a preliminary Title Report (Not more than 6 months old) covering every parcel included in the Lot Line Adjustment. Or, provide copies of the Vesting Grant Deed(s) if no recent report exists or title to the property changed from the date title report was processed.

Traverse Calculations (Reviewed by DPW)

Provide traverse calculations for the original lots, the final, adjusted lots, and the "Transfer Parcel(s)".

Assessor's Map

Provide a copy of the most recent assessors map book page(s) covering the entire site and adjoining lots.

Reference Documents

Provide a copy of any map, easement, record of survey or any other document that will be necessary to check boundary lines and review the re-tracing of the Original Lots.

Recording Instructions

The applicant/surveyor/engineer of record shall provide DPW with a letter containing recording instruction and name and contact information of the Title Company or Agent assigned for recordation of the above documents.

The following information shall be included:

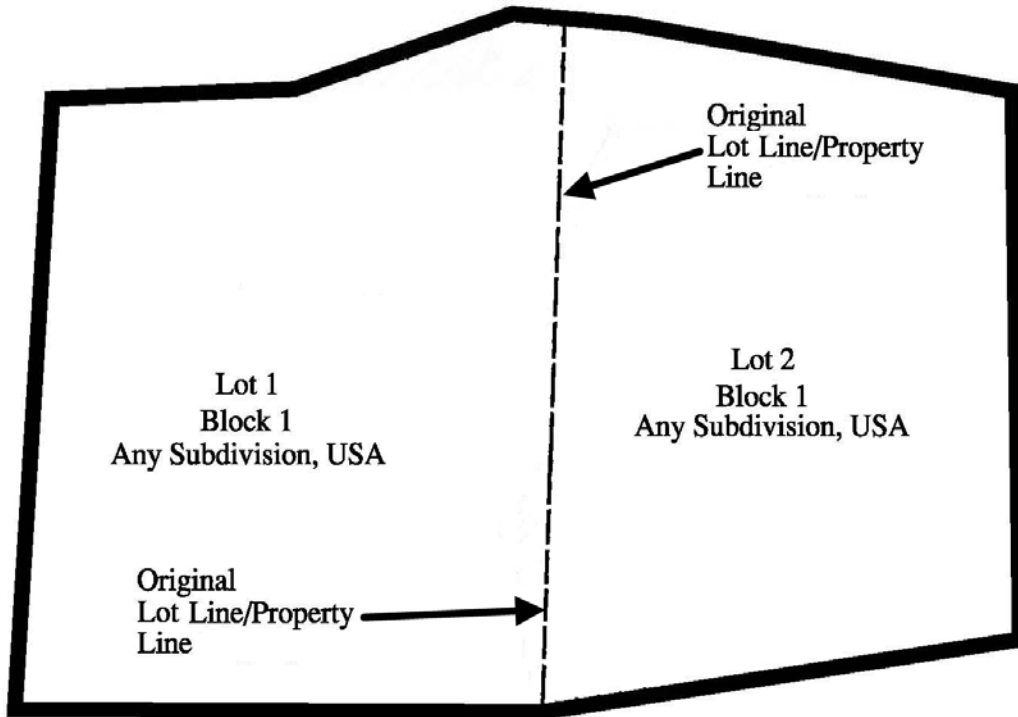
1. Name of the Title Company or Agent
2. Title Officer or Agent name, address and phone number,
3. Order number, if applicable.
4. Detailed step by step instructions on how to record the Notice of Lot Line Adjustment/Certificate of Compliance and all attached deeds.
5. Instruction to Title Company or Agent to provide the County with electronic copy of all recorded documents.

All documents must be recorded concurrently in the following order:

1. Grant Deeds for the Transfer parcel(s)
2. Application for Lot Line Adjustment Approval (by County).

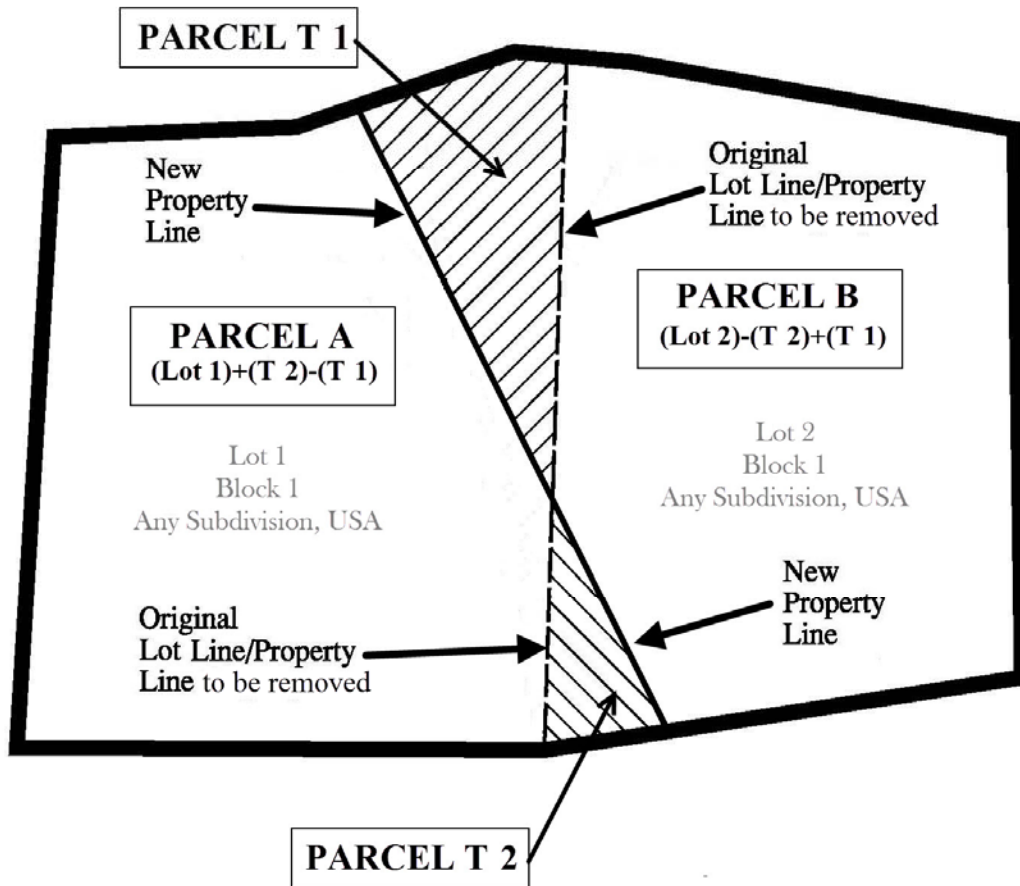
PROPERTY LINE ADJUSTMENT

PLATE 1 - EXISTING CONDITION



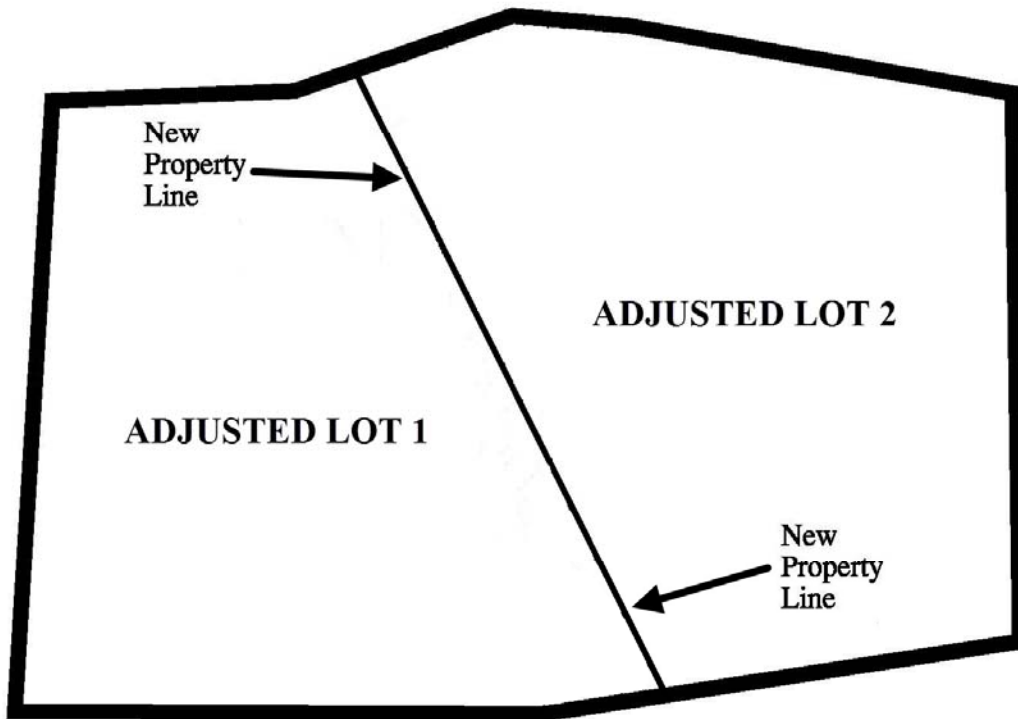
PROPERTY LINE ADJUSTMENT

PLATE 2 - PROPOSED ADJUSTMENT



PROPERTY LINE ADJUSTMENT

PLATE 3 - FINAL CONDITION



RECORDING REQUESTED BY
County of Marin

AND WHEN RECORDED MAIL TO
Director, Community Development Agency
County of Marin
3501 Civic Center Drive
San Rafael, California 94903-4157

SPACE ABOVE THIS LINE FOR RECORDER USE

PRE-LLA APN: _____ Project ID#: _____ LL# _____

APPROVAL OF LOT LINE ADJUSTMENT APPLICATION
(Government Code 66410)

NOTICE IS HEREBY GIVEN that pursuant to Government Code Section 66412(d), and upon application of the undersigned owner(s) of record, the following lot line adjustment is hereby approved by the County of Marin Community Development Agency. **This notice is not a Certificate of Compliance.**

All of the real property described as follows:

A _____ S.F. portion of A.P. No. _____ as described on Exhibit "A" is hereby transferred to and merged into A.P. _____.

The resulting new parcel of real property is described on attached Exhibit "C" as Parcel "A". The resulting remainder parcel of real property is described on attached Exhibit "C" as Parcel "B".

We, as owner(s) of record, hereby acknowledge our consent to the above-described lot line adjustment approved by the County of Marin.

EXISTING PARCELS:

Parcel A, APN# _____

Parcel B, APN# _____

Owner:

Owner:

Owner Signature Date

Owner Signature Date

Owner Signature Date

Owner Signature Date

Print Name(s)

Print Name(s)

ATTACH CALIFORNIA ALL PURPOSE NOTARY ACKNOWLEDGMENTS

Approved by the County of Marin:

Craig Tackabery
County Surveyor

By: _____
Deputy County Surveyor

EXHIBIT "C"
LEGAL DESCRIPTION OF NEW PARCELS

LOT LINE ADJUSTMENT NO: LL_____

See legal descriptions of new lots (PARCEL "A" and PARCEL "B", etc. all of which are attached and by this reference made a part hereof.)

Example:

Parcel A:

Being the lands described in the deed to _____ etc..
Excepting therefrom the lands described in the Grant Deed from _____ to _____
filed _____, Document Number _____, Marin County Official
Records.
Containing _____ sf more or less.

Parcel B:

Being Parcels One and Two, described as follows:

Parcel One:

Being the Lands described in the Deed to _____ etc.

Parcel Two:

Being the Lands described in the Grant Deed from _____ to _____ filed
_____, Document Number _____, Marin County Official Records.

Containing _____ sf more or less.

EXHIBIT "A"
LEGAL DESCRIPTION OF TRANSFER PARCEL(S)

LOT LINE ADJUSTMENT NO: LL 13-004

NOTE: GRANT DEED TRANSFERRING THIS PARCEL SHALL BE RECORDED PRIOR TO RECORDING THE CERTIFICATE OF LOT LINE ADJUSTMENT OF REAL PROPERTY.

See METES AND BOUNDS descriptions of transfer parcels (PARCEL "T-1" and PARCEL "T-2", etc. all of which are attached and by this reference made a part hereof.)

Plat to accompany Legal Descriptions