



## COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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### MINOR BOUNDARY LINE ADJUSTMENT

The Placer County Planning Services Division accepts applications online and over the counter. To use the County's convenient automated online application system, visit the County's [Online Permit Services](#) page to get started. Alternatively, you may submit a [Universal Application](#) with the required supplemental application materials in person at the Community Development Resource Agency (CDRA) front counter. An appointment to submit your application may be made using the County's automated appointment scheduling system [here](#). Applications are also accepted without an appointment on a walk-in basis.

All supplemental application materials are required to be submitted electrically in accordance with the County's Electronic Document Submittal Requirements detailed in the [Electronic Application Filing Instructions](#), which specifies file naming conventions, formatting requirements, and file types that are accepted. For applications submitted at the CDRA front counter, all supplemental applications materials shall be delivered on a portable storage device, such as a flash drive or CD.

The following is a checklist of application materials required to submit a Minor Boundary Line Adjustment application online or at the CDRA front counter.

- Completed Universal Application (not required if application is submitted online): Select the [Minor Boundary Line Adjustment](#) entitlement authorization under section 1 of the application form.
- Completed [Exemption Verification Form](#).  
Exempt Projects: Most Minor Boundary Line Adjustment applications will be deemed exempt from CEQA review. In certain circumstances, such as when a Minor Boundary Line Adjustment would result in establishment of developable parcels where such development was previously precluded due to parcel deficiencies, CEQA review may be required.
- Project description: (see [Project Description Requirements](#))
- Project site plan: (see [Site Plan Requirements](#))
- Resultant Parcel legal descriptions and Exhibits in accordance with ESD Requirements listed below:
- Title information for each parcel consisting of the following pieces of information:
  - One copy of the resultant legal description(s) which will be used to transfer the property (and record with the Resolution)
  - One copy of the Exhibits to accompany the resultant legal descriptions (to record with the Resolution)
  - One copy of the current deed to EACH parcel; and
  - One copy of a current (no older than 6 months) title report for each of the affected parcels.

- If an equal acreage exchange between adjacent properties is desired, an additional exhibit may be required along with closure calculations verifying the acreage will be required.
- Application fees are required to be paid in full at the time of application submittal. The most current version of the Planning Services Division Fee Schedule is available [here](#).

### **MINOR BOUNDARY LINE ADJUSTMENTS**

A Minor Boundary Line Adjustment is a process by which it is possible to transfer property to an adjoining parcel or lot without filing a parcel map. State Law allows: "A lot line adjustment between four or fewer existing adjoining parcels, where the 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, if the lot line adjustment is approved by the local agency, or advisory agency."

Prior to the first review of the resultant legal descriptions and exhibits submitted with the application, title information for each parcel will be reviewed to verify that each parcel constitutes a legally created parcel. If deeds provided with the application are not sufficient to determine legal parcel status, County Survey staff will request that additional information be submitted prior to the first internal review of the application documents.

#### **Hearing and Approval**

- Once resultant parcel legal descriptions and exhibits have been deemed complete by the Engineering and Surveying Division, the Planning Division will schedule the application for a hearing by the Parcel Review Committee. Approval of the application shall be granted if each of the reviewing divisions recommend such action. The applicant(s) or representative need not be present at the Parcel Review Committee hearing. The applicant(s) shall be notified of the hearing body's action in the form of a Resolution.
- The approval of the Parcel Review Committee shall be for a period of three years. Three one-year extensions can be obtained by processing a request in the same manner as specified in Section 16.20.060 for parcel maps.
- The approved resolution will be sent to the applicant's title company. They will be responsible for recording all documents necessary to complete the boundary line adjustment.

#### **Minor Boundary Line Adjustment Legal Description & Exhibit Requirements**

The following information must be included with the Minor Boundary Line Adjustment application. Information must be prepared by a licensed Land Surveyor in accordance with the following.

##### **Legal Description (Exhibit A):**

- a) All descriptions will be "resultant parcel" descriptions. The type of description (metes and bounds, exception, together with, etc.) is the choice of the submitting surveyor.
- b) The preamble must contain the name of the owner(s) and the recording information of the source deeds as they appear in the application (updated when a sale of the property has taken place) and restrict the transfer of property to all that portion of property identified in the preamble.
- c) When describing unchanged boundary lines the prime calls must be "to and along" the deeds referenced in the preamble.
- d) If the legal description contains non-record course information the following language shall be added.

"The bearings and distances described herein used along the boundary of the property described in Doc No. \_\_\_\_\_ are not based upon a field survey as described in L.S. Act

Section 8762. They do not establish the boundary of said property and are included to assist in locating the new boundary approved by Minor Boundary Line Adjustment No. \_\_\_\_\_ only." \*

e) All resultant parcel descriptions will contain the following language:

"The above description encompasses one legal parcel of land as approved by Minor Boundary Line Adjustment No. \_\_\_\_\_." \*

\*2d) & 2e) above, when required, are to be added at the end of each legal description and made a part thereof.

f) Below the text for 2d) & 2e), all descriptions shall contain: "End of description."

### **Exhibit (Exhibit "B") Requirements**

a) Letter (8.5x11) or legal (8.5x14) paper size.

b) ½ inch border free from text and/or line work.

c) No topography or easements - existing or proposed (topography is to be shown on the Planning Site Plan only).

d) Deed reference(s), owner's name(s), north arrow, existing unchanged boundary lines - solid & thin (0.004" to 0.008"), new boundary lines - solid & thick (0.035" to 0.047"), and boundary lines to be abandoned - dashed & thin (0.004" to 0.008") and adjoiner lines - alternate dashed & thin (0.004" to 0.008"), along with deed course information to locate resultant parcel descriptions.

e) No shaded/shadow text or line work.

f) Title block that includes the following information – see example below:

**Exhibit "B"**

**MBR No. PLN\_\_\_\_ - \_\_\_\_\_**

**Date    Scale**

**Section / Township / Range, MDBM**

**LS/RCE Name/Number and/or Company Name**