



## Boundary Line Adjustments Submittal Requirements to Public Works

December 2007

**Purpose:** This handout is a guide for Boundary Line Adjustments submittals. According to the Subdivision Map Act, Section 66412 (d) and the City of Elk Grove Ordinances, 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)
- One (1) Legal Description
- One (1) Plat to Accompany Legal Description
- One (1) Set of Traverse Calculations
- One (1) Affidavit from All Owners Consenting to Boundary Line Adjustments
- One (1) Title Report with Schedule B Documents (Issued within Sixty (60) Days)
- One (1) Current Grant Deed (Vesting Deed)
- One (1) Chain of Title
- One (1) Recorded Map

**Size:** Plat shall be submitted on 8-1/2" x 11", 11" x 17", or 18" x 26" white bond paper. Plat shall be fully dimensioned, clear and legible. Only common engineering scales shall be used.

**Boundary Line Adjustments Legal Description and Plat Standards:** The Legal Description and Plat shall conform to the City of Elk Grove's formats and codes. 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 Description, Plat, and Traverse Calculations shall be prepared, stamped, and "wet-signed" with an expiration date 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.

**Where to Submit Boundary Line Adjustments:** City of Elk Grove, 8401 Laguna Palms Way, Planning Department front counter.

**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).