

Boundary Line Adjustment Application

Last Revised July 2017



Boundary Line Adjustment (BLA): is a minor adjustment of lot lines between four or less adjoining parcels. This also allows for changes to existing property lines or the consolidation of existing lot lines. BLAs do not create new parcels.

Submittal Requirements: Submit to Planning Department

- One (1) copy of completed application
- Proposed Legal Descriptions (2 copies)
- Map with proposed line revisions (2 copies)

Letter of Authorization

Boundary Line Adjustment fee \$942

Applicant Information

Project Name: _____

Property Address/Location: _____

Assessor's Parcel Numbers (APN): _____

Applicant Name: _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

APPLICANT CHECKLIST ITEMS:

1. **Map with proposed line changes**, drawn to scale, including structures, easements, utilities (sewer, water, drainage, power, telephone, etc.) boundary lines of the subject and adjacent lots, areas and dimensions of parcels, street rights-of-way, and structures on affected adjacent lots.
2. **Proposed legal descriptions (metes and bounds)**, of existing, transfer and resultant parcels including scaled, graphic exhibits. Label exhibits as Exhibit A for existing, Exhibit B, B-1, B-2, etc. for transfer and resultant parcels and Exhibit C, C-1, C-2, etc. for exhibits. Each exhibit may contain multiple sheets. Maximum sheet size: 8 ½ x 14
3. **Signed and notarized transfer parcel deeds** including wet-stamped descriptions and graphic exhibits, ***unless all are under one ownership***, then transfer parcel deeds are not required.
4. **Signed and notarized resultant parcel deeds.** Include the following statement on the face of each deed in items 3 and 4: "This deed is made and given for the purpose of confirming the boundary lines of the subject property of this deed pursuant to the boundary line adjustment recording concurrently herewith."
5. **Title Report**, less than 90 days old, including copies of all referenced documents.
6. **Closure calculations** for all lots affected.
7. **State Reason for Boundary Line Adjustment**

I/we hereby certify that the foregoing information is true and correct and that the buildings or land will not be used for any other purpose than indicated in this application

Applicant Signature: _____ Date: _____

Submittal Date: _____ Permit No.: _____ Received By: _____ Fees Paid: _____

PLANNING DEPARTMENT

2729 Prospect Park Drive | Rancho Cordova, CA 95670
Phone: (916) 851-8750 | Fax: (916) 851-8762



Property Owner Information

1) Property Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

2) Property Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

3) Property Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

4) Property Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Agreement and Representations of Applicant

This Application is not complete, and processing of this Application will not begin, until all initials and signatures are provided by the Applicant and Property Owner:

- 1) Under penalty of perjury, I certify that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), corporate officer(s) empowered to sign for the corporation, owner's legal agent, or the owner's authorized representative (Letter of Authorization form). _____(Initial)
- 2) Acknowledge and agree that by making this application, I have included all of the required items in hard copy (see submittal checklist). Applicant understands that missing items, inaccurate items, false information, or misleading items or information may delay the processing of the application or a permit revoked upon discovery. _____(Initial)
- 3) Government Code Section 65105 states that City staff may enter upon the subject property in the performance of their functions and make site inspections. I hereby grant City staff with such permission. _____(Initial)
- 4) Applicant(s) agree to defend, indemnify and hold harmless with Counsel selected by the City of Rancho Cordova ("City") and its agents, officers, consultants, and employees ("City's Agents") from any and all claims, actions, suits, or proceedings against the City or the City's Agents to attack, set aside, void, or annul an approval by the City, or the City's Agents concerning the project (collectively "Claim"). The City shall promptly notify the Applicant of any Claim and the City shall cooperate fully in the defense. Nothing in this paragraph obligates the City to defend any Claim and the City is not required to pay or perform any settlement arising from any such Claim not defended by the City, unless the settlement is approved in writing by the City. _____(Initial)

Application Covenants, Conditions, and Understandings

- 5) Applicant(s) acknowledges and agrees that this application is a contract between the Applicant and the City and that all obligations are enforceable against the Applicant regardless of the status or outcome of the Application process. This Application sets forth all covenants, promises, conditions and understandings between the parties and there are no promises, conditions or understandings either oral or in writing between the parties other than as set forth herein. No contemporary or subsequent alteration, amendment, change or addition to this application form shall be binding upon the City unless reduced to writing and signed by the City Manager, or his/her designee and the Applicant. No course of conduct shall be binding upon the City and waiver of one or more provisions or violations shall not be construed as a course of conduct to be relied upon and may not be the basis for any expectation of future waiver or estoppel of that or any provision. _____(Initial)

- 6) This Application is made under, and shall in all respects be interpreted, enforced, and governed by, the laws of the State of California. In the event of a dispute concerning the terms of this Application, the venue for any legal action shall be with the appropriate court in the County of Sacramento, State of California. Should legal proceedings of any type arise out of this Agreement, the prevailing party shall be entitled to costs, attorney’s fees, and legal expenses, including but not limited to expert fees and costs. _____(Initial)

It Is So Agreed:

Applicant Signature

Date

Property Owner Signature

Date

CITY OF RANCHO CORDOVA PLANNING

LETTER OF AUTHORIZATION

This form shall serve to notify the City of Rancho Cordova that I/we am/are the legal owner(s) of the property described in the attached application and do hereby authorize the person/firm shown below to file and represent my/our interest in the application(s) listed below.

Applicant/Authorized Person:

Name/Business _____

Address _____

City/State/Zip _____

Phone _____

Type of Applications: _____

Legal Owners:

I we/are the legal owner(s) of the said property; have read the foregoing letter of authorization and know the contents thereof; and do hereby certify that the same is true of my/our own knowledge. I/we certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

1) Printed Name _____

Signature _____

Date _____

2) Printed Name _____

Signature _____

Date _____

3) Printed Name _____

Signature _____

Date _____

4) Printed Name _____

Signature _____

Date _____

***A letter signed by the property owner(s) may be submitted in lieu of this form.
The letter must identify the person being authorized to represent the owner(s) and the application(s) being submitted.***