

SECTION 2-400
ADJUSTMENT PLATS

2-400 ADJUSTMENT PLATS

Adjustment plats are used to adjust, modify or eliminate lot lines and boundaries of legal lots that have been created by a recorded subdivision map or by a grant deed recorded prior to March 4, 1972.

Adjustment plats are not recorded maps. The changes affected by an adjustment plat are reflected in new grant deeds for the affected properties. The changes affected by an adjustment plat are not considered legal changes until the new grant deeds are recorded.

The City will issue a certificate of compliance in conjunction with approval of an adjustment plat if so requested by the applicant. All other requests for certificates of compliance will be processed per Section 2-500 of this manual.

All adjustment plats and lot consolidation adjustment plats shall be prepared by a licensed Land Surveyor or a Registered Civil Engineer.

2-401 Purpose

Adjustment plats may be used to adjust lot boundaries or consolidate existing lots under the following provisions:

2-401.1 Lot line adjustment plats; may be approved provided the Director of Development Services and the City Engineer determine that lots lie adjacent to and/or are contiguous with each other and that the adjustment and exchange of property does not:

- (1) Contain more than four adjoining lots / Create any new lots.
- (2) Include any lots or parcels created illegally.
- (3) Result in any lots that do not meet applicable zoning regulations.
- (4) Impair any existing access or create a need for access to any adjacent lots or parcels.
- (5) Impair any existing easements or create a need for any new easements serving any adjacent lots or parcels.
- (6) Require substantial alteration of any existing improvements or create a need for any new improvements.

2-401.2 Lot consolidation adjustment plats may be approved provided the Director of Development Services and the City Engineer determine that the consolidation does not:

- (1) Include any lots or parcels created illegally;
- (2) Result in any lots which do not meet applicable zoning regulations;

- (3) Impair any existing access or create a need for access to any adjacent lots or parcels;
- (4) Impair any existing easements or create a need for any new easements serving any adjacent lots or parcels;
- (5) Require substantial alteration of any existing improvements or create a need for any new improvements.

2-402 Form and Content

2-402.1 General

- (1) Each plat shall be drawn on a 8-1/2" X 11" (22cm X 28cm) vellum bond or 18" X 24" (46cm X 61cm) mylar (min. 3 mils (0.08mm) thick) or other form as may be approved by the City Engineer. Forms for vellum bond plats are available in the office of the City Engineer upon request.
- (2) The plat shall be drawn to a minimum scale of one inch equals one hundred feet (1" = 100' (1cm=10m)).
- (3) Lettering size - 0.10in (2.5mm) computer; 1/8" (3mm) hand in black drawing ink
- (4) All parcels proposed for adjustment shall be shown, including all contiguous property to be retained by the owner. Property to be retained shall be designated on the plat as a separate parcel.
- (5) All existing lots or parcels shown on final maps, parcel maps or final division plats shall be designated by dotted lines, and said maps shall be identified by map type and number.

2-402.2 Each plat shall contain the following information:

- (1) A plat number as issued by Engineering Department.
- (2) North arrow and scale.
- (3) Name, address, telephone number and signature of owner(s).
- (4) Name, address, telephone number and registration or license number of the Civil Engineer or Land Surveyor preparing the plat.
- (5) Location, width and names, if any, of all existing streets and the location, width and purpose of all easements which lie within the boundaries of the subject parcels.
- (6) The names of the owners and the Assessor's Parcel Numbers labeled within or adjacent to the parcels involved.
- (7) Existing boundaries shown as a dashed line.

- (8) The proposed boundaries shown as a solid line.
- (9) Sufficient legal description of the land to define the boundaries of the ownerships involved.
- (10) A vicinity map with north arrow and scale indicated.
- (11) The net area of each proposed lot.
- (12) The dimensions of each boundary of each proposed lot.
- (13) The locations of all existing buildings and structures and their uses, the distance between said buildings and structures, and the minimum distance between each building or structure, and the boundary of the proposed lot on which it is located.
- (14) A statement of the existing and proposed zoning and the proposed use of each lot.
- (15) Basis of Bearings

2-403 Procedure

2-403.1 Submittal Requirements

- (1) **First Submittals** are accepted per Section 5-203 of this manual and shall contain the following items:
 - a) Fee for adjustment or consolidation processing as set forth in Section 5-100 of this manual.
 - b) Three copies of the adjustment plat.
 - c) Proof of ownership (Title Report dated within 60 days of submittal)
 - d) Copies of grant deeds, deed restrictions and easements including current grant deeds and deeds recorded prior to March 4, 1972 (if existing lots were not created by a record map).
 - e) Copy of legal description(s) of adjusted lot(s) for new grant deed(s). Applicant shall submit executed deeds for City review prior to recordation.
 - f) Individual traverse calculations, including error of closure, for each lot affected by the adjustment plat.
 - g) Record of Survey plat, if a survey is desired and monuments will be set.
- (2) **Subsequent Submittals** - Subsequent submittals are accepted by appointment with the plan checker and shall include the following:

- a) Two plain paper (or blue-line) copies of plat;
- b) Previous City check print;

- c) Other items as may be required by plan checker or conditions of approval.

2-403.2 Approval

(3) (1) Conditions for Approval of an Adjustment Plat.

When applicable, the City Engineer may prescribe the following requirements as conditions of approval of adjustment plats:

- a) Relocation or elimination of lot lines to provide lots that comply with any applicable zoning regulations and conform to the standards of lot design specified in this manual.
- b) The provision of safe and adequate access to each lot or parcel within the adjustment plat.
- c) Adequate relocation of existing utilities, infrastructures or easements.
- d) Prepayment of real property taxes.
- e) If one or more of the parcels affected by the lot line adjustment is encumbered by a deed of trust, a mortgage or a special assessment imposed by special district, the instrument shall be amended to reflect the new lot line. Provide a letter from the trust deed holder stating that the deed of trust will be amended once the new deeds are recorded.

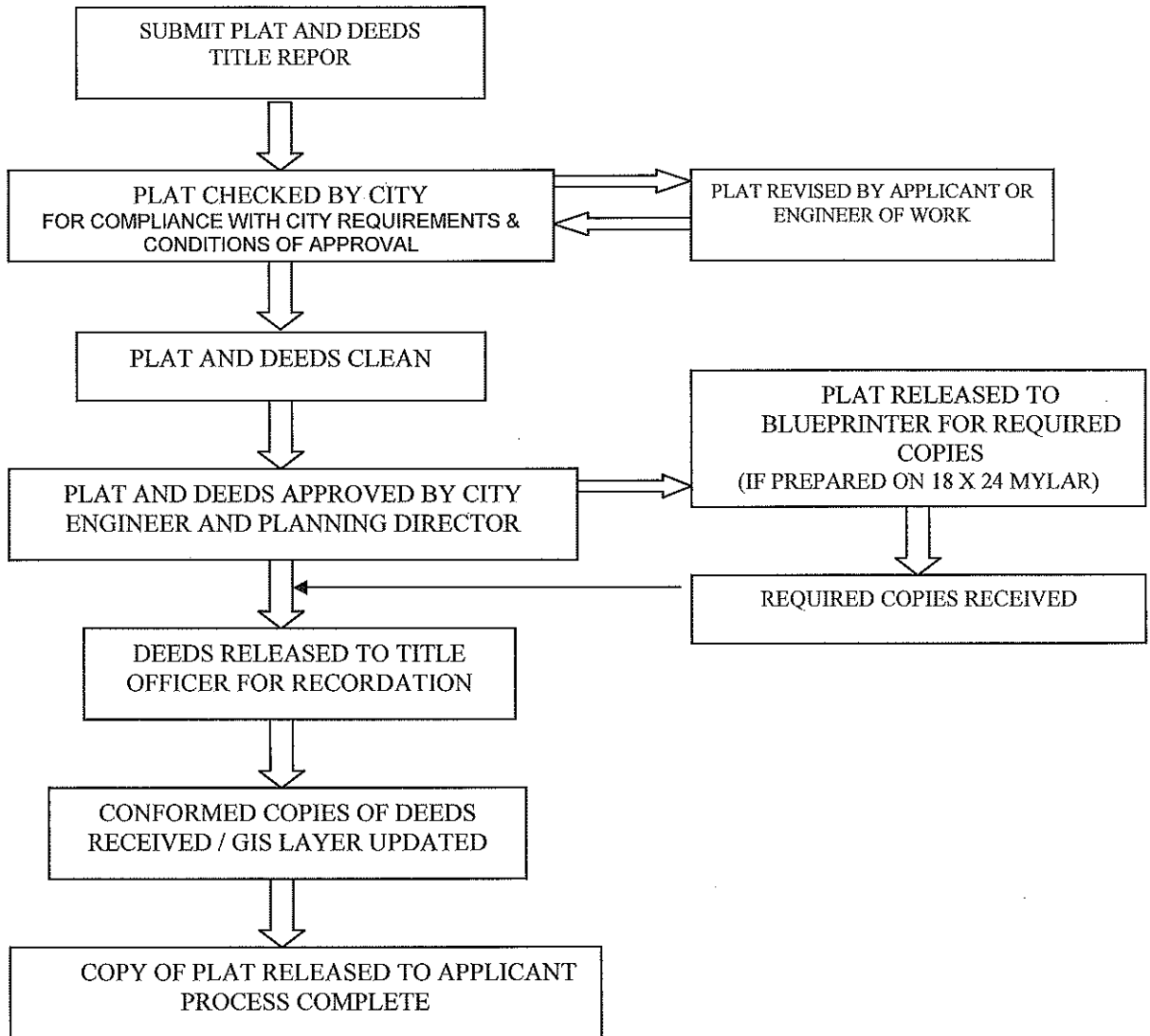
- (1) **Certification.** If the Director of Development Services and the City Engineer determine that the adjustment plat meets the conditions of approval, the requirements of this manual, the municipal code, and the State Subdivision Map Act, they shall certify on the adjustment plat that it has been approved.

2-403.3 Recordation of the Deeds

- (1) Following approval of the adjustment plat, the applicant must have the necessary deeds recorded in the office of the County Recorder. The City shall release the executed deeds only to the applicant's title officer of record. Upon receipt of a conformed copy of the recorded deeds, the City shall release a copy of the approved adjustment plat to the applicant.
- (2) If the plat has been prepared on 18" X 24" (46cm X 61cm) mylar, the applicant is responsible to provide the City with the following:
- a) Full-size mylar, minimum 3 mils (.08mm) thick;
 - b) Plain paper copy reduced to 8-1/2" X 11" (22cmX28cm);
 - c) Mylar copy reduced to 8-1/2" X 11"

- (3) Approved plats will be released only to blueprint companies bonded with the City. The copies listed above must be received prior to City's release of the grant deeds for recordation.

2-404 ADJUSTMENT PLAT FLOW CHART



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2-405 SAMPLE ADJUSTMENT PLAT

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**SUBDIVISION MANUAL
SECTION 2: SUBDIVISION MAPS**

Section 2-400 Page 11
Revised 03/13/2012

**2-406 ADJUSTMENT PLAT CHECKLIST
CITY OF CHULA VISTA**

| |
|---|
| <p>FOR OFFICE USE ONLY FILE: _____ INITIALS: _____ DATE: _____</p> |
|---|

PLAT TITLE _____

PLAT NO. _____

Property Owner(s): _____
 &
 Address _____

Engineer/Surveyor: _____

PHONE: _____

(References are to City of Chula Vista Subdivision Manual)

| ITEM | CHECK | REMARKS | | |
|---|--|---------------|----------|--|
| 2-403.1 SUBMITTAL PACKAGE - Plats, Deeds, Statements & Exhibits | | | | |
| A. Plan Check Fee | <table border="1"> <tr> <td align="center">Amount</td> </tr> <tr> <td align="center">\$ _____</td> </tr> </table> | Amount | \$ _____ | |
| Amount | | | | |
| \$ _____ | | | | |
| B. Plain Paper or Blueline copies | | | | |
| C. Current Property Deeds and Title Report | | | | |
| D. Pre-1972 Deeds (if required) | | | | |
| E. Legal Descriptions for New Deeds | | | | |
| F. Executed New Deeds for Review | | | | |
| G. Mylar (min. 3 mils. (.08mm) thick) | | | | |
| H. Reduced Copies of Plat | | | | |
| I. Conformed Copy of New Deeds | | | | |
| J. Individual Traverse Calcs for each lot | | | | |
| K. Record of Survey Plat, if monuments will be set | | | | |
| 2-401 Adjustment/Consolidation Criteria | | | | |
| A. No new lots are created | | | | |
| B. Existing Lots/Parcels are legal | | | | |
| C. All resulting lots meet applicable zoning regulations | | | | |
| D. Existing access not impaired or new access not required | | | | |
| E. Substantial alteration of existing improvements or new improvements not required | | | | |

**SUBDIVISION MANUAL
SECTION 2: SUBDIVISION MAPS**

| ITEM | CHECK | REMARKS |
|---|-------|---------|
| 2-402 FORM AND CONTENT – General | | |
| A. Legibly drawn on mylar, sepia or other approved media | | |
| B. 8-1/2" x 11" (22cm x 28cm) or 18" x 24" (46cm x 61cm) | | |
| C. Lettering size – 0.10 in. (2.5 mm) computer; 1/8" (3mm) hand in black drawing ink | | |
| D. Scale: 1" = 100' (1cm = 10m) and north arrow | | |
| E. All parcels to be adjusted and contiguous property to be retained by owner shown | | |
| F. Existing lots or parcels shown on final maps or parcel maps designated by dashed line and identified | | |
| G. Plat number | | |
| H. Work Order Number | | |
| I. North arrow and scale | | |
| J. Name, address, telephone number and signature(s) of owner(s) | | |
| K. Name, address, telephone number and registration or license number of Engineer or Surveyor | | |
| L. Location, width and names of all existing streets and location, width and purpose of all easements | | |
| M. Lots/Parcels labeled with names of owners and Assessor's Parcel Numbers | | |
| N. Existing boundaries shown as dashed lines | | |
| O. Proposed boundaries shown as solid lines | | |
| P. Legal description | | |
| Q. Vicinity map with north arrow shown | | |
| R. Net area of each proposed lot shown | | |
| S. Dimensions of each boundary and proposed lot | | |
| T. Locations of all existing buildings and structures and their uses | | |
| U. Existing zoning and proposed use of each lot | | |