Lot Line Adjustment / Record of Survey Application

Surveying Services Division
1195 Third Street, Suite 101
Napa, CA 94559-3082
(707) 253-4351

A Tradition of Stewardship
A Commitment to Service

Print Form

Property Owner Information:

All parties as listed on the vesting deeds must sign and date Page 2 of this form, see Napa County Code Section 17.46.030(4). See attached signature requirements for Corps, LLCs, Partnerships, etc.
Property Owners may provide consent for agents to act on their behalf, see Page 3.

Assessor Parcel Number	
Property Owner(s) Name	
Mailing Address	
Assessor Parcel Number	
Property Owner(s) Name	
Mailing Address	
Assessor Parcel Number	
Property Owner(s) Name	
Mailing Address	
Assessor Parcel Numbers	
Property Owner(s) Name	
Mailing Address	

Additional Information:

Surveyor/Engineer:		Surveyor Contact Info:	
Title Company:		Title Company Order #:	
Flood Zone/Panel #:		Road Name:(optional)	

Fee: $3,611.37- due at time of submittal

Please note should your application require review by County Counsel, an initial Deposit of $250.00 must be submitted. Applicants will be notified immediately should their application require said review.

For Bundled Applications, the Lot Line Adjustment Deeds and the Record of Survey recording will have to be coordinated. The Record of Survey mylar will need to be updated with the LLA recording information and submitted as soon as possible after the LLA documents record. All submittal requirements for both Lot Line Adjustments and Records of Survey remain the same. Please see Page 4 for a list of requirements.

Per the State Subdivision Map Act, Section 66412 (d) No record of survey shall be required for a lot line adjustment unless required by Section 8762 of the Business and Professions Code.

INDEMNIFICATION and CONSENT AGREEMENT

Pursuant to Chapter 1.30 of the Napa County Code and state law, as part of the application for a discretionary or ministerial land use approval for the application identified below, Applicant agrees to defend, indemnify, release and hold harmless Napa County, its agents, officers, attorneys, employees, departments, boards and commissions (hereafter collectively "County") from any claim, action or proceeding (hereafter collectively "proceeding") brought against County, the purpose of which is to attack, set aside, void or annul the application approval of the County, or an action relating to this application required by any such proceeding to be taken to comply with the California Environmental Quality Act by County, or both. This indemnification shall include, but not be limited to damages awarded against the County, if any, and cost of suit, attorneys' fees, and other liabilities and expenses incurred in connection with such proceeding that relate to the application approval or an action related to this project taken to comply with CEQA whether incurred by the Applicant, the County, and/or the parties initiating or bringing such proceeding. Applicant further agrees to indemnify the County for all of County's costs, attorneys' fees, and damages, which the County incurs in enforcing this indemnification agreement.

Applicant further agrees, as a condition of application approval, to defend, indemnify and hold harmless the County for all costs incurred in additional investigation of or study of, or for supplementing, redrafting, revising, or amending any document (such as an EIR, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding and if the Applicant desires to pursue securing approvals which are conditioned on the approval of such documents.

In the event any such proceeding is brought, County shall promptly notify the Applicant of the proceeding, and County shall cooperate fully in the defense. If County fails to promptly notify the Applicant of the proceeding, or if County fails to cooperate fully in the defense, the Applicant shall not thereafter be responsible to defend, indemnify, or hold harmless the County. The County shall retain the right to participate in the defense of the proceeding if it bears its own attorneys' fees and costs, and defends the action in good faith. The Applicant shall not be required to pay or perform any settlement unless the settlement is approved by the Applicant.

I/ We the property owner(s) do hereby certify by signature below that all information contained in the attached Lot Line Adjustment Application is correct to the best of my/our knowledge under penalty of perjury and that I/ We hereby consent to the processing of the adjustment of property boundaries as shown on the application map.

**If ownership changes, new owner must sign a copy of this form and return to the County asap or application will be deemed withdrawn.*

Property Owner(s) Signature: _____

Printed Name: _____ Date: _____

Property Owner(s) Signature: _____

Printed Name: _____ Date: _____

Property Owner(s) Signature: _____

Printed Name: _____ Date: _____

Property Owner(s) Signature: _____

Printed Name: _____ Date: _____

Property Owner(s) Signature: _____

Printed Name: _____ Date: _____

Owner Consent Statement For Agent(s)* to act on their behalf and/or additional Agents to receive copies of Correspondence

I, We hereby grant permission to _____ to act on

my/our behalf regarding this application.

Agent Name: _____

Address _____

Email Address: _____

Property Owner Signature: _____

Signature Requirements For Corporations, Partnerships, Associations:

Corporations (whether for- or non-profit)
The chairman of the Board OR president or vice president AND either the secretary, assistant secretary, chief financial officer, or treasurer. Alternately, the application may be signed by any person who is authorized to do so by a corporate resolution (a copy of the resolution should be provided)

General Partnership
Any partner of the general partnership

Limited Partnership
A general partner of the limited partnership

Association
The president or general manger of the association

* *Agent is anyone the Vested Property Owner elects to represent them and receive copies of Lot Line Adjustment Correspondence; as example, legal counsel, real estate professionals, other family members, etc.*

Application Requirements for Lot Line Adjustment with Record of Survey Bundle

Lot Line Adjustment:

* 3 copies of the application map either 8.5" x 11" or 11" x 17" size paper only (see sample map for detail)
* Preliminary Title Report for each Parcel no more than 60 days old on date of submittal
* Copy of map, certificate of compliance, and/or deed which establishes parcel as legally created per Napa County Code for each parcel
*Copy of most current vesting Deed for each parcel
*Signed Indemnification and Consent Agreement, EACH OWNER MUST SIGN CONSENT.
*Notification Packet for all Property Owners within 1,000 feet of subject parcels, including mailing labels
*Copies of any Williamson Act contracts affecting the subject parcels

Record of Survey:

* Closure calculations for each parcel or full boundary with acres/square feet
* Deeds for any parcel contiguous to the boundary if under same ownership and not part of LLA
* Reference Maps (returned upon request)
* Copies of All Maps and Deeds used as Reference documents on the map
* Two checkprint copies per submittal
* Checklist for record of survey applications is found on page 5

Processing Information

The bundled Lot Line Adjustment and Record of Survey applications will each follow their respective processing requirements. The "bundle" will reduce costs to the applicant because some staff reviews will occure concurrently.

Once the Lot Line Adjustment has received tentative approval and the proposed deeds have been determined to be in substantial conformance with the LLA map and exact conformance with the draft Record of Survey submittal, Public Works will request signed stamped copies of the Record of Survey mylar and new legal descriptions. Public Works will coordinate with your title company or the party responsible for recording the Lot Line Adjustment consummation deeds so that all documents, Lot Line Adjustment Deeds and the Record of Survey map, shall record concurrently.

Failure to submit the mylar prior to the expiration date of the Lot Line Adjustment will result in a separate mapping fee being assessed by the Napa County Assessor/Recorders office.

Any questions regarding submitting a bundled application should be directed to the Surveying Services Division of Public Works, please contact staff at (707) 253-4351. Thank you.

NAPA COUNTY RECORD OF SURVEY REVIEW CHECKLIST

Derived from County Engineers Association of California Standard Record of Survey Checklist
(rev March 2009)
Professional Land Surveyors Act (Business and Professions Code, Chapter 15, Division 3 §§ 8760-8772)

☐ Map appears to create a division of land: Subdivision or Parcel Map required (§8762.5)

MAP TITLE:

- ☐ Name of City, if applicable
- ☐ Name of County, California
- ☐ "RECORD OF SURVEY"
- ☐ General description of land surveyed (§8764)
- ☐ Owner Name if survey of parcel or holding
- ☐ Deed or Map Book & Page if survey of a parcel
- ☐ Vicinity map, if required

STATEMENTS:

- ☐ County Recorder Statement §8764.5
- ☐ Surveyor/Engineer Statement §8764.5
- ☐ County Surveyor/Engineer Statement §8764.5
- ☐ Certificate per §8762.5 (if applicable)
- ☐ Memorandum of Oaths §8760 (if applicable) Text
- ☐ Non-technical certificates or statements on map §8764.5

SURVEYOR NOTES:

- ☐ Basis of Bearings (§8764): map of record, celestial observation, or State Plan Coordinates (§8771.5)
- ☐ Found monuments: Solid symbol recommended (§8764)
- ☐ Set monuments: Open symbol recommended (§8764)
- ☐ Symbols and non-standard abbreviations defined (§8764)

MATHEMATICAL ACCURACY:

- ☐ Map loop closure (§8766) [Recommend less than 0.02 ft. or 1:10,000, whichever is greater.] Check against map text
- ☐ All radial bearings shown where non-tangent curves involved
- ☐ All curve data shown. Minimum-Delta, Radius, Arc Length
- ☐ All bearings and distances shown (§8764)
- ☐ Net and/or Gross acreage shown for closed parcel
- ☐ All overall bearings shown
- ☐ All overall distances shown
- ☐ Sum of parts equal total distance or delta

MAP BODY

- ☐ North Arrow (§ 8764)
- ☐ Scale by North arrow (§8764)
- ☐ City, County, or State boundary line as required
- ☐ Legibility of map data (§8763)
- ☐ Street names and widths shown
- ☐ Purpose of easement noted
- ☐ Detail required for clarity
- ☐ Arrows need to clarify dimensions
- ☐ Reference to deeds, maps or official record if necessary to establish line or points
- ☐ No ditto marks
- ☐ Spelling
- ☐ Reason for mandatory filing, if applicable (§8764)
- ☐ Map orientation
- ☐ Record measurements in parentheses to be shown when beneficial to the interpretation of the survey
- ☐ Physical evidence such as fences, structures, ditches, etc that might indicate an adverse possession or unrecorded deed to be shown (§8764)
- ☐ Easements, both recorded and unrecorded that might cause monetary injury to someone building a structure over them

Survey Procedures:

- ☐ Durable monuments sufficient in number (§8771)
- ☐ Monuments tagged (§8772) as indicated above
- ☐ Relationship to adjacent lines when pertinent
- ☐ Methods of establishment of lines or points as necessary

FINAL SUBMITTAL:

- ☐ Map material: Polyester base film with Black Ink (§8763)
- ☐ Map size: 18" x 26" with 1" margin all around (§8763)
- ☐ Statements legibly signed and stamped (§8764.5)