

**CITY OF SANTEE
PROCEDURES FOR BOUNDARY ADJUSTMENT PLATS
AND CERTIFICATES OF COMPLIANCE**

The procedures set forth in this hand out shall govern the processing requirements for Boundary Adjustment plats and Certificates of Compliance.

I. BOUNDARY ADJUSTMENT PLAT

A. Applicability.

An adjustment plat may be filed for the following situations.

1. To adjust the boundaries between two or more lots provided the Director of Planning and Community Development and the Director of Development Services determine the exchange of property does not:
 - a. Create any new lots.
 - b. Include any lots or parcels created illegally unless a conditional certificate of compliance is issued concurrently.
 - c. Result in any lots which do not meet applicable zoning regulations.
 - d. Impair any existing access or create a need for access to any adjacent lots or parcels.
 - e. Impair any existing easements or create a need for any new easements serving any adjacent lots or parcels.
 - f. Require substantial alteration of any existing improvements or create a need for any new improvements.

B. Submission and Approval of Boundary Adjustment:

1. Application:

- a. Application for a boundary adjustment shall be made with the Department of Development Services in accordance with the following specifications:

- (1) The plat shall be drawn on a form prescribed by the Director of Development Services. Such forms are available at the Department of Development Services upon request. Figure A is a sample of the form to be used for either an Adjustment Plat or Certificate of Compliance.
- (2) The plat shall be drawn to a minimum scale of one inch equals one hundred feet (1" = 100').
- (3) 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.
- (4) All existing lots or parcels shown on final maps, parcel maps or final division plats shall be designated by dotted lines and identified by map type and number.
- (5) Submit 5 copies of the plat and legal descriptions, plus 2 copies each of the preliminary title report, easement documents listed in title report, reference maps, closure calcs., and all other supporting documents.

b. Each adjustment plat shall contain the following information:

- (1) A plat number issued by the Department of Development Services.
- (2) North arrow and scale.
- (3) Name, address, telephone number and signature of owner(s).
- (4) The plat shall be sealed and signed by an engineer or land surveyor preparing the plat. It shall also include the name of their firm, their address and telephone number.
- (5) The 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 land proposed for division.

- (6) The names of the owners and County assessor parcel numbers shall be labeled within or adjacent to the parcels involved.
 - (7) The existing boundary being adjusted shall be shown as a dashed line.
 - (8) The proposed boundary shall be 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 location of all existing buildings and structures and their uses, the distance between the 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 zoning and the proposed use of each lot.
2. Submission of Deeds. To insure that all lots are legal, deeds recorded prior to March 4, 1972 which establish the existence of the parcels or copies of a map recorded after March 4, 1972, shall be submitted with the plat. In addition, copies of current owners' deed(s) shall be submitted with a preliminary title report or lot book report for each property affected by the adjustment.
 3. Certification. If the Director of Development Services determines that the boundary adjustment plat meets the requirements of this handout the Director of Development Services shall certify on the adjustment plat that it has been approved. A revised adjustment plat shall be submitted for certification when either Director finds the number or nature of the changes required for approval are such that they cannot be shown clearly or simply on the original adjustment plat, the applicant shall submit a revised plat.

4. Condition Certificate of Compliances. In the event any of the lots being adjusted are not legal lots or do not conform to local zoning or building ordinances a Conditional Certificate of Compliance will be required or the or the Boundary Adjustment may be denied.
5. Failure to File Revised Adjustment Plat. When required to prepare a revised adjustment plat, the failure to file said plat within six months from the date of approval or conditional approval of the original plat shall terminate all proceedings.
6. Recordation of Deeds. Following approval of the adjustment plat, the applicant must have the necessary deeds prepared and recorded in the office of the County Recorder. The applicant shall submit to the Department of Development Services copies of all recorded deeds.

II. **CERTIFICATE OF COMPLIANCE:**

A. Applicability.

A request for a Certificate of Compliance may be filed pursuant to the provisions of this hand out when a property owner desires certification that a particular property is a legal and buildable lot.

B. Submission and Approval of Certificate of Compliance:

1. Application:

- a. Application for a Certificate of Compliance shall be made with the Department of Development Services in accordance with the following specifications:
 - (1) The plat shall be drawn on a form prescribed by the Director of Development Services. Such forms are available at the Department of Development Services upon request. Figure "A" is a sample of a combination form to be used for either a Certificate of Compliance or a Boundary Adjustment Plat.
 - (2) The plat shall be drawn to a minimum scale of one inch equals one hundred feet (1" = 100').

- b. Each plat shall contain the following information:
- (1) A plat number issued by the Department of Development Services.
 - (2) North arrow and scale.
 - (3) Name, address, telephone number and signature of owner(s).
 - (4) If prepared by an engineer or surveyor, his name, address, telephone number and registration or license number.
 - (5) A vicinity map with north arrow and scale indicated.
 - (6) Sufficient legal description of the land to define the boundaries of the ownership involved and the Tax Assessor's Parcel Number(s).
 - (7) The boundaries to be shown as a solid line, with bearings (directions) and distances labeled along boundaries.
 - (8) The net area of subject parcel.
 - (9) The location, width and names, if any, of all existing streets, providing access to the property and the location, width and purpose of all easements which lie within or immediately adjacent to the exterior boundaries of the parcel.
 - (10) All referenced maps shall be fully identified by map and type and number.
 - (11) The location of all existing buildings and structures and their uses, the distance between such buildings and structures, and the distances between each building or structure and the boundary of the lot.
 - (12) A statement of the existing zoning and any proposed zoning.

2. The request for certification shall also include:

- a. A legible copy of the current owner's Grant Deed and deeds recorded prior to March 4, 1972 if not a lot or a subdivision or parcel map.
- b. Documentation of recorded access to the subject property unless abutting public street.
- c. Payment of filing fee.

C. Procedure for Approval of a Conditional Certificate of Compliance:

1. The procedure to obtain a Conditional Certificate of Compliance shall be the same as that for a Certificate of Compliance with the following exceptions:
 - a. The deed that created the property shall be submitted in lieu of a deed recorded prior to March 4, 1972. Based on the date the parcel(s) were created and the requirements of the Subdivision Map Act, the conditions required to bring the property into compliance will be identified and recorded with the Conditional Certificate of Compliance.

CITY OF SANTEE BOUNDARY ADJUSTMENT PLAT

APN _____

APN _____

OWNER _____

OWNER _____

ADDRESS _____

ADDRESS _____

PHONE NO. _____

PHONE NO. _____

THIS PLAT WAS PREPARED WITH MY
KNOWLEDGE AND CONSENT

THIS PLAT WAS PREPARED WITH MY
KNOWLEDGE AND CONSENT

SIGNATURE

SIGNATURE

(PROPER NOTARY ACKNOWLEDGMENT OF EXECUTION BY OWNERS MUST BE ATTACHED)

APPLICANT _____

ADDRESS _____

_____ PHONE NO. _____

PLAT PREPARED BY _____

ADDRESS _____

_____ PHONE NO. _____

RCE NO. OR LS NO. _____ EXP. DATE _____

(SEAL)

REVIEWED _____

BY _____

CONTRACT CITY LAND SURVEYOR
PLS NO. 5563 EXP. 09/30/19

ACCEPTED _____

BY _____

CITY ENGINEER
RCE NO. 53347 EXP. 06/30/19

CITY OF SANTEE
PLAT NO. BC20XX-XX
SHEET 1 OF X

CITY OF SANTEE BOUNDARY ADJUSTMENT PLAT

CITY OF SANTEE
PLAT NO. BC20XX-XX
SHEET 2 OF X

CITY OF SANTEE

PROJECT FACILITY AVAILABILITY FORM, Water

<i>Please type or use pen</i>			<div style="font-size: 2em; font-weight: bold; float: right; margin-right: 10px;">W</div> ORG _____ ACCT _____ ACT _____ TASK _____ DATE _____
Owner's Name _____	Phone _____		
Owner's Mailing Address _____	Street _____		
City _____	State _____	Zip _____	AMT \$ _____
			<i>DISTRICT CASHIER'S USE ONLY</i>

SECTION 1. PROJECT DESCRIPTION	TO BE COMPLETED BY APPLICANT										
A. <input type="checkbox"/> Major Subdivision (TM) <input type="checkbox"/> Specific Plan or Specific Plan Amendment <input type="checkbox"/> Minor Subdivision (TPM) <input type="checkbox"/> Certificate of Compliance: _____ <input type="checkbox"/> Boundary Adjustment <input type="checkbox"/> Rezone (Reclassification) from _____ to _____ zone. <input type="checkbox"/> Major Use Permit (MUP), purpose: _____ <input type="checkbox"/> Time Extension? Case No. _____ <input type="checkbox"/> Expired Map? Case No. _____ <input type="checkbox"/> Other _____	Assessor's Parcel Number(s) (Add extra if necessary)										
B. <input type="checkbox"/> Residential Total number of dwelling units _____ <input type="checkbox"/> Commercial Gross floor area _____ <input type="checkbox"/> Industrial Gross floor area _____ <input type="checkbox"/> Other Gross floor area _____	<table border="1" style="width: 100%; height: 80px; border-collapse: collapse;"> <tr><td> </td><td> </td></tr> </table> Thomas Bros. Page _____ Grid _____										
C. <input type="checkbox"/> Total Project acreage _____ Total number of lots _____	Project address _____ Street _____										
D. Is the project proposing the use of groundwater? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the project proposing the use of reclaimed water? <input type="checkbox"/> Yes <input type="checkbox"/> No	Community Planning Area/Subregion _____ Zip _____										
Owner/Applicant agrees to pay all necessary construction costs, dedicate all district required easements to extend service to the project and COMPLETE ALL CONDITIONS REQUIRED BY THE DISTRICT.											
Applicant's Signature: _____ Date: _____ Address: _____ Phone: _____											

(On completion of above, present to the district that provides water protection to complete Section 2 below.)

SECTION 2: FACILITY AVAILABILITY	TO BE COMPLETED BY DISTRICT
***LETTER EXPIRES _____	
District Name: <u>PADRE DAM MUNICIPAL WATER DISTRICT</u> Service area _____	
A. <input type="checkbox"/> Project is in the district. <input type="checkbox"/> Project is not in the district but is within its Sphere of Influence boundary, owner must apply for annexation. <input type="checkbox"/> Project is not in the district and is not within its Sphere of Influence boundary. <input type="checkbox"/> The project is not located entirely within the district and a potential boundary issue exists with the _____ District.	
B. <input type="checkbox"/> Facilities to serve the project <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT reasonably expected to be available within the next 5 years based on the capital facility plans of the district. Explain in space below or on attached _____. (Number of sheets) <input type="checkbox"/> Project will not be served for the following reason(s): _____	
C. <input type="checkbox"/> District conditions are attached. Number of sheets attached: _____ <input type="checkbox"/> District has specific water reclamation conditions which are attached. Number of sheets attached: _____ <input type="checkbox"/> District will submit conditions at a later date. <input type="checkbox"/> Additional District conditions: _____	
D. <input type="checkbox"/> How far will the pipeline(s) have to be extended to serve the project? _____	

This Project Facility Availability Form is valid until final discretionary action is taken pursuant to the application for the proposed project or until it is withdrawn, unless a shorter expiration date is otherwise noted.

Authorized signature: _____ Print name _____
 Print title _____ Phone _____ Date _____

NOTE: THIS DOCUMENT IS NOT A COMMITMENT OF SERVICE OR FACILITIES BY THE DISTRICT
 On completion of Section 2 by the district, applicant is to submit this form with application to:
Department of Development Services, 10601 Magnolia Avenue, Santee, CA 92071

CITY OF SANTEE

PROJECT FACILITY AVAILABILITY FORM, Sewer

<i>Please type or use pen</i>		S ORG _____ ACCT _____ ACT _____ TASK _____ DATE _____										
Owner's Name _____ Phone _____ Owner's Mailing Address _____ Street _____ City _____ State _____ Zip _____	AMT \$ _____ DISTRICT CASHIER'S USE ONLY											
SECTION 1. PROJECT DESCRIPTION												
TO BE COMPLETED BY APPLICANT		Assessor's Parcel Number(s) (Add extra if necessary)										
A. <input type="checkbox"/> Major Subdivision (TM) <input type="checkbox"/> Specific Plan or Specific Plan Amendment <input type="checkbox"/> Minor Subdivision (TPM) <input type="checkbox"/> Certificate of Compliance: _____ <input type="checkbox"/> Boundary Adjustment <input type="checkbox"/> Rezone (Reclassification) from _____ to _____ zone. <input type="checkbox"/> Major Use Permit (MUP), purpose: _____ <input type="checkbox"/> Time Extension? Case No. _____ <input type="checkbox"/> Expired Map? Case No. _____ <input type="checkbox"/> Other _____	<table border="1" style="width: 100%; height: 100px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>											
B. <input type="checkbox"/> Residential Total number of dwelling units _____ <input type="checkbox"/> Commercial Gross floor area _____ <input type="checkbox"/> Industrial Gross floor area _____ <input type="checkbox"/> Other Gross floor area _____	Thomas Bros. Page _____ Grid _____ Project address _____ Street _____ Community Planning Area/Subregion _____ Zip _____											
C. <input type="checkbox"/> Total Project acreage _____ Total number of lots _____ D. Is the project proposing its own wastewater treatment plant? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the project proposing the use of reclaimed water? <input type="checkbox"/> Yes <input type="checkbox"/> No												
Owner/Applicant agrees to pay all necessary construction costs, dedicate all district required easements to extend service to the project. OWNER/APPLICANT MUST COMPLETE ALL CONDITIONS REQUIRED BY THE DISTRICT.												
Applicant's Signature: _____ Date: _____ Address: _____ Phone: _____												
(On completion of above, present to the district that provides water protection to complete Section 2 below.)												
SECTION 2: FACILITY AVAILABILITY		TO BE COMPLETED BY DISTRICT										
***LETTER EXPIRES _____												
District Name: PADRE DAM MUNICIPAL WATER DISTRICT Service area _____												
A. <input type="checkbox"/> Project is in the district. <input type="checkbox"/> Project is not in the district but is within its Sphere of Influence boundary, owner must apply for annexation. <input type="checkbox"/> Project is not in the district and is not within its Sphere of Influence boundary. <input type="checkbox"/> The project is not located entirely within the district and a potential boundary issue exists with the _____ District.												
B. <input type="checkbox"/> Facilities to serve the project <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT reasonably expected to be available within the next 5 years based on the capital facility plans of the district. Explain in space below or on attached _____. (Number of sheets) <input type="checkbox"/> Project will not be served for the following reason(s): _____												
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Authorized signature: _____ Print name _____ Print title _____ Phone _____ Date _____												
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