

Requirements & Procedure for approval of Adjustment Plats

A. Purpose

1. 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.
2. 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.
3. 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 Chula Vista Subdivision manual.
4. Adjustment plats may be used to adjust lot boundaries or consolidate existing lots under the following provisions:
 - a. **Lot line adjustment plats** :
may be approved provided the Director of Planning 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. 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.

b. Lot consolidation adjustment plats:

may be approved provided the Director of Planning 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.

B. Form of Each Plat:

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 (0.08 mm) 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.

C. Content of each Plat:

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.

D. Submittal Requirements

1. Fee for adjustment or consolidation processing as set forth in Section 5-100 of this manual.
2. Three copies of the adjustment plat.
3. 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).
4. 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.
5. Individual traverse calculations, including error of closure, for each lot affected by the adjustment plat.

E. Approval

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

2. Relocation 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.
3. The provision of safe and adequate access to each lot or parcel within the adjustment plat.

F. Certification. If the Director of Planning 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.

G. Recordation of the Deeds.

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.