



Applicant's Guide to Boundary Adjustments, Certificates of Compliance and Final Maps

1. Boundary Adjustment

Purpose: To adjust the legal boundaries between two to four legally created parcels. A Boundary Adjustment may not create any new lots, nor may it include any lot not legally created.

Application: A Boundary Adjustment Plat must be prepared by a registered Civil Engineer (licensed prior to 1982 with license number lower than 33965) that is able to practice surveying, or a Licensed Land Surveyor and submitted to the Development Services Center with the applicable Certificates of Compliance (COC) or Final Map and fees.

Fee: See current fee schedule.

2. Certificate of Compliance

Purpose: To establish a particular lot as a legal building site. It does not mean that the lot may necessarily be built upon since it may lack certain amenities, however it does establish a legal lot. A Certificate of Compliance or Parcel/Final Map is required for each lot affected by a Boundary Adjustment.

Application: The applicant must submit the completed application to the Development Services Center with the Boundary Adjustment and all applicable fees.

Fee: See current fee schedule.

3. Parcel Map and Final Map

Purpose: To establish legal lots. This process of establishing lots is usually selected when the Boundary Adjustment and associated easements and encumbrances are completed or right-of-way dedication is proposed.

Application: The applicant must provide a complete Parcel Map or Final Map submittal.

Fee: See current fee schedule.



Boundary Adjustment and Certificate of Compliance Submittal Requirements

1. Submittal Checklist

All Boundary Adjustment and Certificate of Compliance submittals must include the following:

- Planning Application Form
- Certificate of Compliance application Form(s) for each affected parcel
- 4 sets of the following for each affected parcel
 - Exhibit A – Legal Descriptions
 - Exhibit B – Plat
- Traverse calculations showing closure and square footage
- 2 copies of Preliminary Title Report (<30 days old) and pdf with hyperlinks
- Vesting Deeds for each parcel
- Assessor's Parcel Map
- Grant Deed when parcel was first created for each parcel
- Other Supporting Reference Documents (e.g. historical maps, record of survey, etc.)
- Operating Agreement & Signature Authorization if owner not individuals
- Digital files of items submitted
- Fees (boundary adjustment fee + COC application fee for each parcel)

2. Application Requirements

- a. Legal descriptions and plats of all proposed parcels, the access to the property, and any road easement within the property should be typed on plain white paper, 8½" x 11" with one inch margins at the top, sides, and bottom. This legal description shall be reproducible so as to yield a legible copy. These legal descriptions and plats shall be labeled alphabetically to correspond with the parcel letter designations shown on the plat. Both legal descriptions and plats shall be prepared, signed and sealed by a Licensed Land Surveyor or Registered Civil Engineer.
- b. Where more than one sheet is used, all sheets shall be numbered.
- c. All parcels proposed to be adjusted shall be shown and alphabetically labeled beginning with Parcel "A".

- d. Each Exhibit B - Plat shall contain the following information:
- North arrow and scale of Plat.
 - Name, address, phone number, and signature of the person who prepared the Plat and his/her license or registration number.
 - Name and Signature line of the current owner or owners for all parcels shown.
 - Plot existing easements including the location, width, and names, if any, of all existing and/or proposed easements, whether public or private, recorded or unrecorded, which lie within the exterior boundaries of the land proposed for adjustment and also those which serve as access to the subject property.
 - The names of the owners labeled within or adjacent to the parcel involved.
 - The existing boundary proposed to be relocated shall be shown within a dashed line and labeled "Existing Boundary".
 - The proposed boundary shall be shown as a solid line and labeled "Proposed Boundary". All other ownership lines shall be shown as solid lines.
 - Abbreviated legal description of the ownership involved.
 - The current Assessor's Parcel Number(s) of each parcel, shown within or adjacent to each parcel, and current zoning.
 - A small scale vicinity map with distances (in feet or tenths of a mile) to the nearest street intersection.
 - The new area of each proposed lot.
 - The dimensions of each boundary of each proposed lot.
 - The location of all existing buildings and structures, their uses, and the minimum distance between each building and structure and the boundary of the proposed lot within which it is proposed to be situated.
 - A statement of the existing zoning and the proposed use of each parcel.
 - If septic tanks are existing or proposed, approval of the San Diego County Department of Public Health.
 - Location of utility mains, lines, etc.
 - The Plat must be drawn legibly to an engineer's scale (1 inch = 100 feet, or larger as appropriate)
- e. The recordation of certificate(s) of compliance and grant deed (or deeds) shall occur within one year of application being administratively approved with evidence of the recordation provided to the City, or application become null and void. (VMC17.84.060)



Planning Application Form

FOR INTERNAL USE ONLY

Case No.: _____

Date Submitted: _____

Project Planner: _____

Application Applied For: (check boxes)

<u>MAJOR APPLICATIONS*</u>	<u>MINOR APPLICATIONS</u>
<input type="checkbox"/> Annexation <input type="checkbox"/> Condominium Housing Permit <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Minor Use Permit <input type="checkbox"/> Planned Residential Development <input type="checkbox"/> Plot Plan <input type="checkbox"/> Tentative Parcel Map <input type="checkbox"/> Site Development Plan <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Specific Plan <input type="checkbox"/> Specific Plan Amendment <input type="checkbox"/> Substantial Conformance <input type="checkbox"/> Tentative Subdivision Map <input type="checkbox"/> Variance <input type="checkbox"/> Zone Change	<input type="checkbox"/> Alcohol Related Minor Use Permit <input type="checkbox"/> Banner Permit <input type="checkbox"/> Boundary Adjustment/ Certificate of Compliance <input type="checkbox"/> Comprehensive Sign Program <input type="checkbox"/> Early Design Review <input type="checkbox"/> Large Family Day Care Home <input type="checkbox"/> Operational Use Permit <input type="checkbox"/> Operational Use Permit for Water Vending Machines <input type="checkbox"/> Pre-Application Meeting <input type="checkbox"/> Seasonal Use Permit <input type="checkbox"/> Sidewalk Vending Operator's Permit <input type="checkbox"/> Sign Permit <input type="checkbox"/> Small Wireless Facilities <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Temporary Use Permit – Admin

***PLEASE CALL (760) 639-6100 FOR AN APPOINTMENT WITH A PLANNER PRIOR TO SUBMITTAL OF A MAJOR APPLICATION. DEVELOPMENT AND MAP APPLICATIONS WILL BE ACCEPTED BY APPOINTMENT ONLY. SUBMITTAL APPOINTMENT: _____**

Property Owner: _____
 Mailing Address: _____ City _____ State Zip _____
 Telephone: _____ Email _____

Applicant: _____
 Mailing Address: _____ City _____ State Zip _____
 Telephone: _____ Email _____

Architect/Engineer: _____
 Mailing Address: _____ City _____ State Zip _____
 Telephone: _____ Email _____

Brief Project Description: _____

*Does your housing project meet specific criteria under SB35 – Streamlined Approval? Yes _____ No _____
 (If you answered "Yes", provide detailed information showing eligibility for streamlined approval under Government Code § 65913.4.)*

Property Description:
 Address _____ Zone _____
 Location _____ Assessor's Parcel No. _____

Signatures

I/We declare under penalty of perjury that the foregoing is true and correct. I/We realize that this application will be evaluated based on the data I/we are submitting.

Signature of Applicant or Property Owner: _____ Date: _____
 Printed Name of Applicant or Property Owner: _____

NOTE: If the project applicant is not the property owner, a letter of authorization from the property owner must be submitted to the City of Vista. Proof of ownership is required.



Submittal Matrix

	ANNEXATION	BOUNDARY ADJUSTMENT/ COC	CONDOMINIUM HOUSING PERMIT	GENERAL PLAN AMENDMENT	MINOR USE PERMIT	PLANNED RESIDENTIAL DEVELOPMENT	PLOT PLAN REVIEW	SITE DEVELOPMENT PLAN	SPECIAL USE PERMIT	SPECIFIC PLAN/SPECIFIC PLAN AMENDMENT	SUBSTANTIAL CONFORMITY REVIEW	TENTATIVE PARCEL MAP	TENTATIVE SUBDIVISION MAP (5-15)	TENTATIVE SUBDIVISION MAP (16+ LOTS)	VARIANCE	ZONE CHANGE
SITE/FLOOR PLANS		4	16	X	16		16	16	16	16	6	16	16	16	16	
REDUCED 8 ½ x11 DRAWINGS			X		X		X	X	X	X	X	X	X	X	X	
REDUCED 11x17 COLORED ELEVATIONS			2		X		2	2	2	X	X					
AUTHORIZATION LETTER	X		X	X	X		X	X	X	X	X	X	X	X	X	X
LETTER OF INTENT (LOI) / STATEMENT OF OPERATIONS	X		X	X	X		X	X	X	X	X				X	X
TITLE REPORT	2	2	2	2	2		2	2	2	2	2	2	2	2	2	2
LEGAL DESCRIPTION	X	X	X	X	X		X	X		X	X					X
ASSESSOR'S PARCEL NUMBER	X	X	X	X	X		X	X		X	X					X
DISCLOSURE FORMS			X		X		X	X	X	X	X		X	X	X	X
LANDSCAPE PLANS	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
GRADING PLAN	X					X		X			X	X	X	X	X	
MATERIALS BOARD 8 1/2x11			X				X	X	X		X					
PUBLIC NOTICE PACKAGE	X		X	X	X	X	X	X	X	X		X	X	X	X	X
SOILS REPORT			2		2	2	2	2	2	2	2	2	2	2	2	2
HYDROLOGY STUDY			2		2	2	2	2	2	2	2	2	2	2	2	2
STORM WATER MANAGEMENT PLAN			2		2	2	2	2	2	2	2	2	2	2	2	2
SITE LIGHTING PLAN						X	X	X								
DIGITAL FILES	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
FEES	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
COMPLETE APPLICATION	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



Certificate of Compliance Application

I (we) _____
request that a Certificate of Compliance be recorded by the City for the following described parcel of real property:

Parcel No. _____

Legal Description (see attached) _____

This property is located on the _____ side of _____ Street,

between _____ Street and _____ Street.

Address: _____

I (we) fully realize that the City may require on- and/or off-site improvements as well as a parcel or subdivision map in order to bring this parcel into compliance with the Subdivision Map Act and the ordinances of the City of Vista, and that if this parcel is found not to comply with said act and ordinances, no building permit shall be issued for a structure on this parcel until said parcel is brought into compliance.

I (we) _____
am (are) the owner(s) of the above-described property.

Property Owner: _____

Property Owner Signature: _____

Mailing Address: _____ City _____ State _____ Zip _____

Telephone: _____ Email _____