



CITY OF VISTA

Boundary Adjustment with Certificate of Compliance Submittal Requirements

Purpose of Boundary Adjustment

To adjust the legal boundaries between two to four legally created parcels. A boundary adjustment cannot create any additional parcels and cannot include any parcel not created in conformance with the subdivision map act and local ordinance. A Certificate of Compliance must be prepared for each parcel describing the new configuration of each parcel.

Submittal appointment with the Land Development Division is required. Incomplete submittal will not be accepted.

Planning Case Number: P _____ - _____

Date: _____

JOB ADDRESS, APN: _____

ENGINEER OF WORK (Name, Address, Phone, Email):

OWNER (Name, Address, Phone, Email):

PROVIDE DIGITAL SUBMITTAL of the following through file sharing link or USB drive, plus **HARD COPIES** as noted (see submittal organization below).

- (Digital + 1 copy) **Transmittal Letter** from Engineer of Work listing all items been submitted
- (Digital + 1 copy) **Certificate of Compliance Application Form** signed by Current owner(s) or Applicant (with proof of authorization from the owner).
- (Digital + 2 copy) **City Perfecting Grant Deed form** for each parcel being adjusted with Exhibit 'A' (legal description of parcel) and Exhibit 'B' (plat map showing parcels being adjusted)
- (Digital + 2 copy) **City Certificate of Compliance form** for each parcel being adjusted with Exhibit 'A' (legal description of parcel) and Exhibit 'B' (plat map showing parcels being adjusted)

Legal Description should:

- o Be prepared on 8 1/2" x 11" sheet with a 1" margin adhering to County recorders document standards.
- o Be labeled alphabetically (Parcel A) to correspond with parcel letter designation shown on the plat.
- o Include legal access to parcel if not adjoining public road or adjacent parcel with common ownership.
- o Based on record data per vesting deed(s), maps or records of surveys of the parcel. If based on field survey provide a preliminary copy of the record of survey in process.
- o Include numbered sheets beginning with City form (Example: Sheet 1 of 3)
- o Legal Description must be prepared, signed, and stamped by a Professional Land Surveyor (PLS) or Registered Civil Engineer (RCE) with registration number of 33965 or lower.

Plat Map should:

- o Be prepared on 8 1/2" x 11" sheet with a 1" margin adhering to County recorders document standards.
- o Include a North Arrow and scale of the plat
- o Include Name, address, phone number, email address, signature and seal of the Professional Land Surveyor (PLS) or Registered Civil Engineer (RCE) with registration number of 33965 or lower preparing the plat.
- o Include the name and signature of the current owner(s) of each parcel.
- o Include current zoning, setbacks, current and proposed use of each parcel.
- o Show the legal access to a public road.
- o Provide a vicinity map indicating the location of the project.



CITY OF VISTA

Boundary Adjustment with Certificate of Compliance Submittal Requirements

- Include net and gross (if applicable) area of each parcel.
- Include the assessor's parcel number for each parcel
- Plot and dimension all existing easements including the type, owner and recording information of all existing easements whether public or private, recorded or unrecorded within the limits of the parcels being adjusted and serving the parcels being adjusted.
- Show existing parcel boundaries remaining unchanged with heavy solid line
- Show the existing boundary that is being relocated as a lighter dashed line and label "Existing Boundary"
- Show proposed boundary as a solid line with medium line weight and label "Proposed Boundary"
- Include bearings and distances along all existing and proposed parcel boundaries and legal access. Include courses of legal description from point of commencement to true point of beginning (if applicable).
- Show the location of all existing buildings and structure, label their uses and minimum distance to the parcel boundary and between each structure. (can be shown on an exhibit 'C' that will not be recorded)
- Show the location of all utilities, services, lines and meters (Power, Water, Sewer, Storm Drain, Gas, etc.) within all parcels. (can be shown on an exhibit 'C' that will not be recorded)
- Show approval of San Diego County Department of Public Health if septic tanks are existing or proposed.
- Be drawn legibly to an appropriate engineers scale.
- (Digital + 2 copy) **City Transfer Deed Form** with Exhibit 'A' (legal description of area being transferred between different owners) and Exhibit 'B' (Plat Map showing area being transferred)
- (Digital + 1 copy) Current **Title Reports** less than 3 months old in **pdf with working hyperlinks** for each parcel.
- (Digital Only) Assessor's Parcel Map
- (Digital + 1 copy) **Current Vesting Deeds** or Lot Book Reports
- (Digital Only) **Proof of Legal Parcel** for each parcel (see County of San Diego PDS-358 & Policy G-3 for additional information)
- (Digital Only) **Record Documents** (see submittal organization below) Legible PDF copies of:
 - All map references (TIFF format or PDF) (Records of Survey, Parcel Maps, Final Maps, Corner Record, etc.)
 - All deeds and easement documents listed in the title report, used for boundary determination, and referenced as secondary calls in any document used.
- (Digital Only) Map Check **Traverse calculations**, with bearings shown in xxx°xx'xx" format and distances shown with two significant digits (xxx.xx') with signature and seal, showing the following:
 - The mathematical closure of each original parcel configuration.
 - The mathematical closure of each new parcel configuration (net and gross when applicable)
 - The mathematical closure of each existing easement.
 - The mathematical closure of legal access (if applicable)
- **Fees - Plan check fees due upon the acceptance of 1st submittal.** Please contact city staff for initial fee invoice and acceptable payment methods before initial submittal. Please visit [city website](#) for fee schedule and forms as needed. The fee for a boundary adjustment includes up to four certificates of compliance (COC). Applicant is not to be charged for a COC in addition to a boundary adjustment.



CITY OF VISTA

Boundary Adjustment with Certificate of Compliance **Submittal Requirements**

- (Digital Only) **Submittal Organization** - format digital submittal in a logical method.
 - Document names representing type of document (2024-0011111 Proof of legal parcel, 1789-12345 EX Ease, etc.)
 - Folders separating document
 - Certificate of Compliance Forms
 - Perfecting Deeds
 - Grant Deeds
 - Title Reports
 - Existing Easements
 - Record Maps
 - Traverse Closures
 - etc.
- Clearly identify items on this checklist for easy identification upon submittal.**
- Other:**