



County of San Diego, Planning & Development Services
**RULES AND REGULATIONS GOVERNING
BOUNDARY ADJUSTMENT &
CERTIFICATE OF COMPLIANCE PLATS**
ZONING DIVISION

1. A plat **must** be prepared by a registered civil engineer authorized to practice land surveying or licensed land surveyor and submitted with the application.
2. The plat **must** be drawn legibly and submitted on [PDS-239](#), completed in black ink. (Reproductions, photo copies and/or ballpoint pen are not acceptable.)
3. The plat **must** show and include the following information:
 - a. North Arrow and scale. (**Must be engineer's scale:** 1" = 10', 20', 30', 40', 50', 60', 100', 200', 400', etc.)
 - b. Small scale vicinity map. Show "**site**" of parcel(s).
 - c. Abbreviated legal description (for entire project site **only**).
 - d. All parcels alphabetically labeled "Parcel A", "Parcel B", etc.
 - e. Current Assessor's Parcel Number (APN) of each existing parcel.
 - f. Owner's name of parcel. (e.g.: Parcel A: Jones; Parcel B: Smith.)
 - g. Existing boundary line to be adjusted shown as a **short dashed line** and labeled "**Existing Boundary.**" Show other existing boundaries as solid lines.
 - h. Proposed boundary line shown as a **solid line** and labeled: "**Proposed Boundary.**"
 - i. Boundary dimensions of each parcel. (Bearings and curve data are **not** required **and** multiple dimensions may be grouped for curved or irregular boundaries.
 - j. Location and **use** of all existing structures (e.g. **SFD, residence, barn, etc.**). Show setback distances of all structures from property lines and to centerline of all streets or easements.
 - k. Name, width and location of all existing and/or proposed street and road easements on or adjacent to site. Also, identify legal access to site.
 - l. **Net** area of each parcel. (Gross area not required.)
 - m. Location of all dedicated open space and 100 year floodplain, if necessary.
 - n. Health Department Certification (only if property is not eligible for, or not receiving service from sewer or water service agency).
- o. Current zoning and minimum parcel size. If more than one zone, identify each separated by a dotted size.

NOTE: If there is an existing septic system on any parcel(s) the plat shall include certification by the County Health Department (DEH).



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p. Names, addresses, telephone numbers and signatures of **all** owners. (If owner is a Trust, the trustee(s) must sign as trustee(s). If owner is a corporation, the President or other authorized official must sign.)*

q. Name, address, telephone number and signature of the person who prepared the plat.*

* **NOTE:** All signatures are to be completed (e.g. John Q. Smith) and **signed in ink**. Under each signature also print name in small letters.

4. The following items (if applicable) must be submitted with the plat:

a. Completed Discretionary Permit Application [PDS-346](#) (complete front side only).

b. Completed sewer and water availability letters forms [PDS-399S](#) and/or [PDS-399W](#) if applicable.

c. **Legible** copy of the current owner's recorded deed.

d. Documentation of recorded access to subject property (unless abutting a public street), if not recorded with the current owner's deed.

e. Project Description form [PDS-715](#). The description should include the following: 1) the purpose of relocating the lot lines; 2) brief history of property if associated with previous discretionary projects; 3) total net acreage of subject parcels; 4) zoning regulations and 5) name of access road to each parcel. The description should adequately reflect the ultimate use of the site in terms of construction and development.

f. Collect DPW review deposit if road location per a Final Map or Parcel Map is changing or a new road easement is being proposed.

g. Information relating to any mortgages, deeds of trust or partial reconveyance on the subject parcels.

h. Other utilities or utility easements that could be affected by the boundary adjustment

5. Legal descriptions are not required at intake but must be submitted prior to final approval. They must be typed on plain white paper, 8-1/2" x 11", with one (1) inch margins. Label each description to correspond with parcels shown on plat (e.g. "Parcel A", "Parcel B", etc. **Exhibit "A"** at top of first page). Also, if more than 2 pages, paginate: **1 of 3, 2 of 3, etc.** Legal descriptions must bear the seal and signature of the Licensed Land Surveyor.

6. Before the Boundary Adjustment and/or Certificate of Compliance can be recorded, the applicant has to provide evidence that a deed of the proposed plat has been recorded.

If you have any questions concerning the above information, please contact Planning & Development Services at PDSZoningPermitCounter@sdcounty.ca.gov. If you have any questions concerning Health Department certification, please contact the Department of Environmental Health at (858) 565-5173.