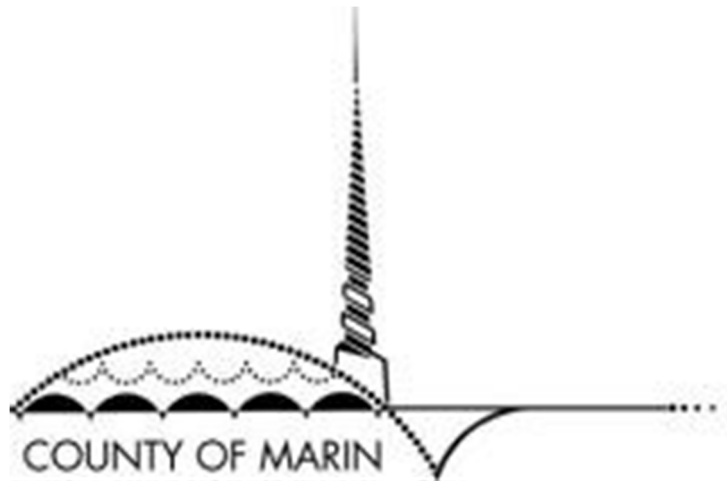


# Preparation, Approval, and Recording of the Approval of Lot Line Adjustment Application (AOLL) Document



PREPARED BY:  
DEPARTMENT OF PUBLIC WORKS  
SURVEY DIVISION

November 01, 2021

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# INFORMATIONAL BULLETIN FOR PREPARING RECORDING LOT LINE ADJUSTMENTS

## Approval of Lot Line Adjustment Application (AOLL)

Upon receipt of the Community Development Administration Notice of Administrative Decision, a completed Approval of Lot Line Adjustment Application (AOLL) shall be prepared in the standard form set forth by the County Surveyor, described in Section 3 below, and submitted to the Marin County DPW Survey Division (DPW) for review and approval. Upon approval of the AOLL by the Survey Division, the record owner(s) of all parcels involved in the lot line adjustment shall sign the AOLL form in the presence of a Notary Public, and the California all-purpose certificate of acknowledgment form for each signatory shall be inserted into the AOLL. The signed and notarized AOLL, deeds, stamped and signed legal descriptions and plats (or record of survey if applicable) shall be returned to the Survey Division. The Survey Division will work to coordinate the recording of the AOLL with title officers, and/or others.

In order to facilitate a timely review and subsequent recordation of the necessary documents, the AOLL shall be prepared pursuant to the guidelines noted in the AOLL template located under Section 3 of this pamphlet. The AOLL shall include the following exhibits; "A", "B" & "C", although more exhibits may be required for multiple transfer parcels:

**1) Exhibit "A"- Legal Description(s) for the Transfer Parcel(s)** (reviewed by DPW)

A legal description of each portion of land to be transferred shall be typed on the body of the AOLL form or attached as Exhibit "A". Multiple Exhibits (A1, A2, etc.) may be included for multiple transfer parcels. The descriptions shall use the Transfer Parcel number(s) (Parcel T-1, Parcel T-2, etc.) designations as shown on the Lot Line Adjustment map or plat. The legal description must be signed and sealed by a licensed land surveyor or engineer that is licensed to perform land surveying in the State of California. The legal description should be written clockwise.

**2) Exhibit "B" - Lot Line Adjustment Map** (reviewed by DPW)

The map must be drawn in black ink on 8 1/2" X 11" (plat) or 18" X 26" (record of survey) paper. The map must be clear and readable. **The following minimum information must be provided on the map** (additional information may be required):

- I. Map scale, north arrow, line type legend, vicinity map, basis of bearings, index map for large parcels.
- II. The location of the project site in relation to the existing streets, adjoining lots, alleys, water bodies and distance from the nearest cross street.
- III. Adjacent right-of-way widths and street names, citing references.
- IV. The existing and proposed lot layout labeling each boundary and easement line. Sufficient bearings and distances of boundaries so as to define and establish the boundary of the subject properties shall be shown. Use heavy solid lines to depict proposed boundaries and existing boundaries to remain, light, dashed lines for existing lot lines to be removed and smaller dashed lines for easements. The adjusted parcels and transfer parcels shall be lettered or numbered consecutively in

a manner such that there will be no confusion with the original lots or parcel numbers (show in a darker, bolder text, i.e. **PARCEL T-1, RESULTANT PARCEL A**, etc.).

- V. Existing lot numbers, reference to the recorded documents that established the existing lots of the project site, adjoining lots and existing easements.
- VI. Gross area before and after adjustment to the nearest one tenth of an acre. Show the net area when there are easements identified that restrict the surface use of the property, such as vehicular access easements (Net area is gross area minus easement area).
- VII. Signature, seal of the surveyor and the date that plan was prepared.
- VIII. APN-Assessor's Parcel Number for each property.
- IX. Lot Line Adjustment Planning Project ID Number (the Project ID number assigned by Planning on the Administrative Decision), and sheet number.
- X. The following note shall be added if applicable (i.e. if property corners are to be set):
  - a. Monuments will be set within 90 days along the adjusted lot corners, and a Record of Survey will be filed if required by Business and Professions Code § 8762, Government Code § 66412(d); Ops. Cal. Atty. Gen. 231(1994).

### **3) Exhibit "C" - Legal Descriptions for New Parcels** (reviewed by DPW)

Legal descriptions of every NEW ADJUSTED PARCEL shall be typed on the body of the AOLL form or attached as Exhibit "C". The descriptions shall use the Parcel number designations as shown on the Lot Line Adjustment map. The legal description must be signed and sealed by a registered surveyor/engineer, licensed to perform land surveying in the State of California. The legal description should be written clockwise.

**When submitting the AOLL document for review, the following items must be included with the submittal:**

#### **Title Report and Chain of Title**

Provide a preliminary Title Report or a Condition of Title Guarantee (Not more than 6 months old) and chain of title covering every parcel included in the Lot Line Adjustment. Also provide copies of the Vesting / Grant Deed(s) in addition to a preliminary Title Report.

#### **Reference Documents**

Provide **copies** of all maps, easements, records of survey, subdivision maps, or any other document that will be necessary to check boundary lines and review the re-tracing of the original Lots. Copies will not be returned to you after the completion of our review.

#### **Closure Calculations** (Reviewed by DPW)

Provide closure calculations for the original lots, the final adjusted lots, and the "Transfer Parcel(s)".

**Assessor's Map**

Provide a copy of the most recent assessors map book page(s) covering the entire site and adjoining lots.

**Recording Instructions**

The applicant/surveyor/engineer of record shall provide DPW with a letter containing recording instructions, as well as the name and contact information of the Title Company or Agent assigned for recordation of the AOLL documents.

The following information shall be included:

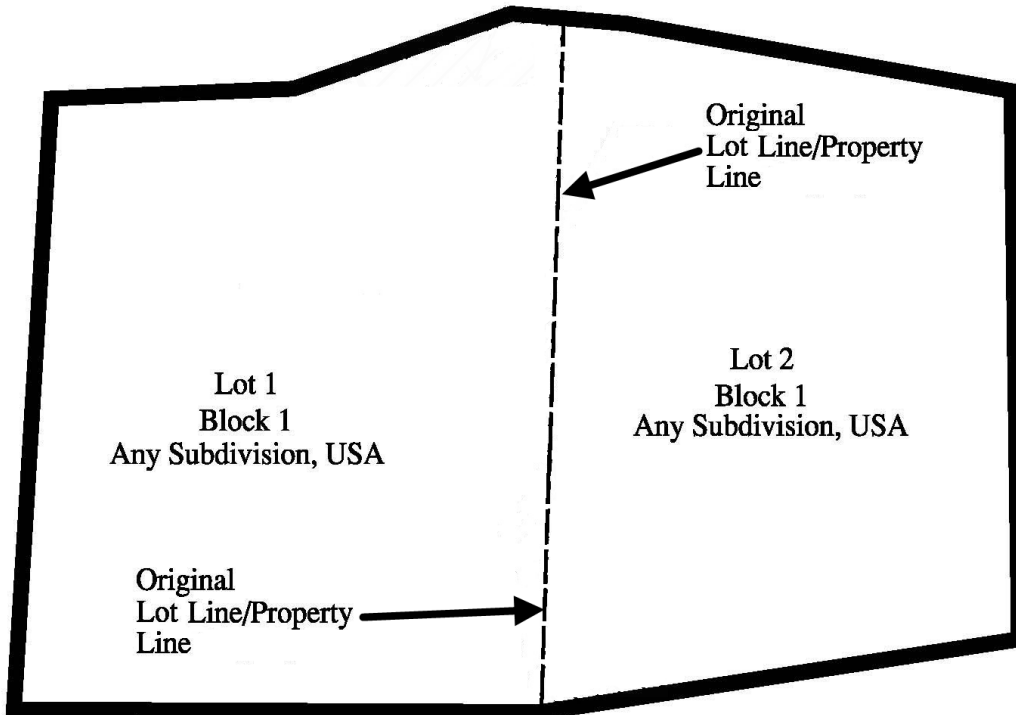
1. Name of the Title Company or Agent
2. Title Officer or Agent name, address and phone number,
3. Order number, if applicable.
4. Detailed step by step instructions on how to record the Notice of Lot Line Adjustment/Certificate of Compliance and all attached deeds.
5. Instruction to Title Company or Agent to provide the County with electronic copy of all recorded documents.

All documents must be recorded concurrently in the following order:

1. Application for Lot Line Adjustment Approval (by County).
2. Grant Deeds for the Transfer parcel(s)
3. Grant Deeds of resultant parcel(s)
4. Record of Survey (if required)

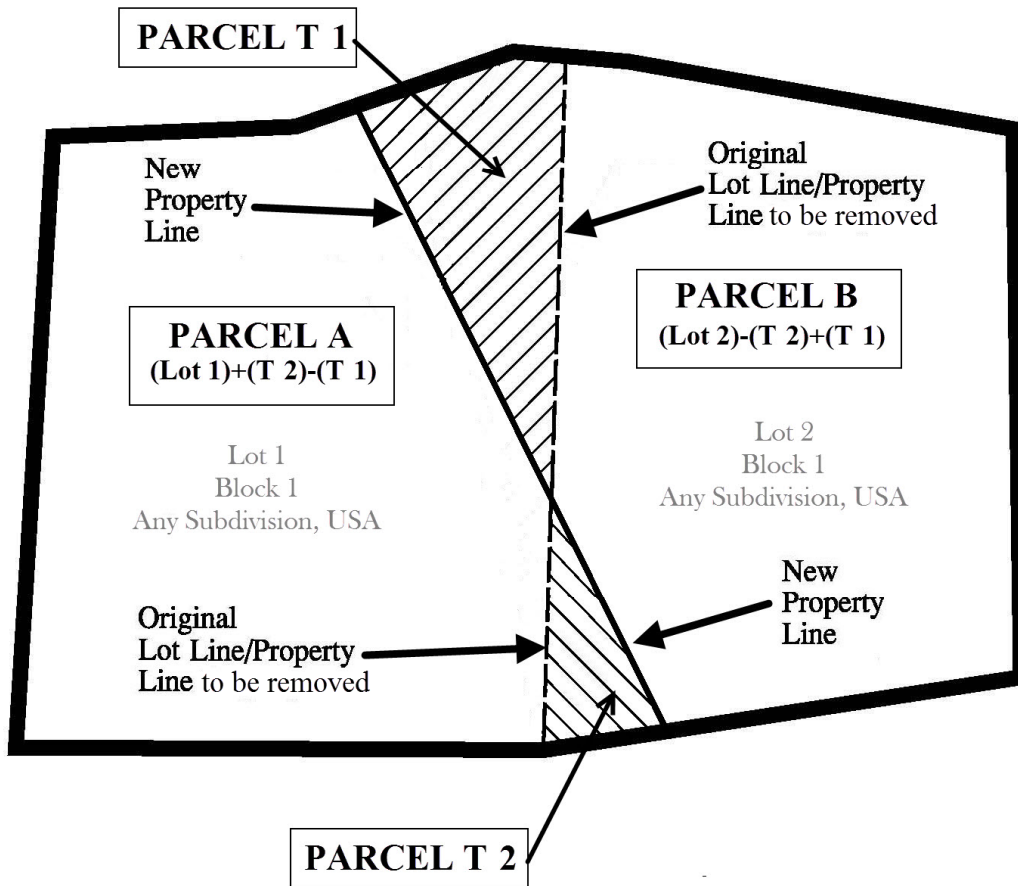
# PROPERTY LINE ADJUSTMENT

## PLATE 1 - EXISTING CONDITION



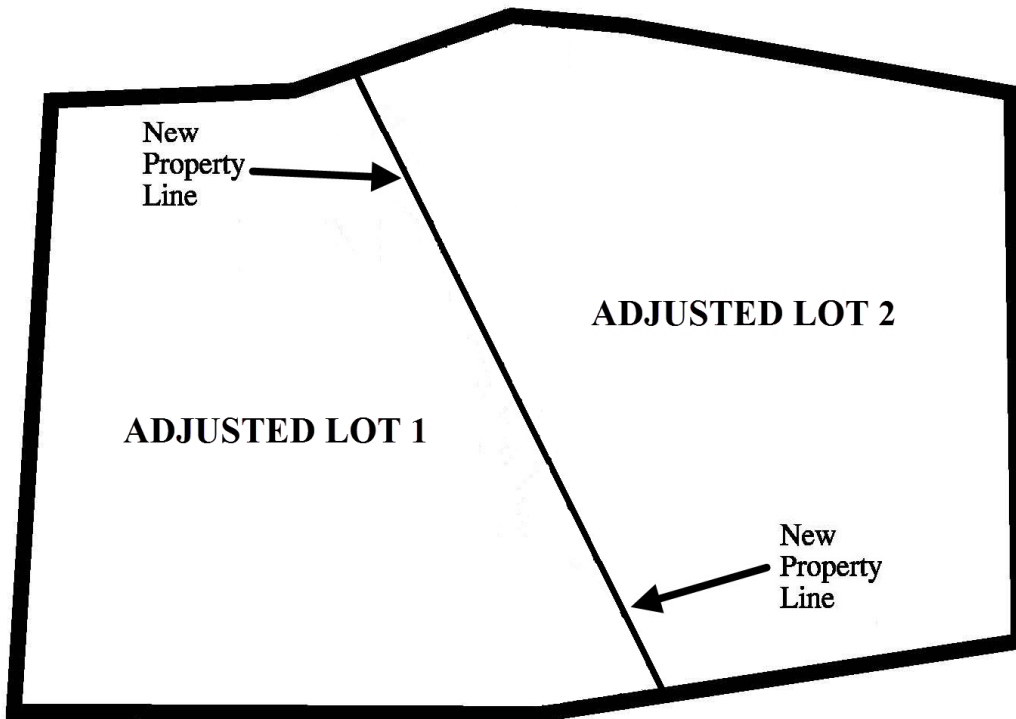
# PROPERTY LINE ADJUSTMENT

## PLATE 2 - PROPOSED ADJUSTMENT



# PROPERTY LINE ADJUSTMENT

PLATE 3 - FINAL CONDITION



RECORDING REQUESTED BY  
**County of Marin**

AND WHEN RECORDED MAIL TO  
**Director, Community Development Agency**  
County of Marin  
3501 Civic Center Drive  
San Rafael, California 94903-4157

SPACE ABOVE THIS LINE FOR RECORDER USE

PRE-LLA APN: \_\_\_\_\_ Project ID#: \_\_\_\_\_ Planner: \_\_\_\_\_

**APPROVAL OF LOT LINE ADJUSTMENT APPLICATION**  
(Government Code 66410)

**NOTICE IS HEREBY GIVEN** that pursuant to Government Code Section 66412(d), and upon application of the undersigned owner(s) of record, the following lot line adjustment is hereby approved by the County of Marin Community Development Agency. **This approval is not a Certificate of Compliance nor does it constitute the actual transfer of title of any portions of the parcels. It is to be recorded concurrent with the grant deed(s) necessary to transfer the title of the portion(s) of parcels proposed by this lot line adjustment. This approval is an approval of the configurations of the lots as described herein, and not an approval of title or guarantee that title will be free and clear by the recording of this document.**

A \_\_\_\_\_ square foot portion of APN \_\_\_\_\_ as described in Exhibit "A" and shown on Exhibit "B" is hereby transferred to and merged into APN \_\_\_\_\_. The resulting new parcel of real property is shown on Exhibit "B" and described in attached Exhibit "C" as Parcel "A". The resulting remainder parcel of real property is shown on Exhibit "B" and described in attached Exhibit "C" as Parcel "B". (*this paragraph may be reworded as necessary pursuant to project requirements*).

We, as owner(s) of record, hereby acknowledge our consent to the above-described lot line adjustment approved by the County of Marin.

**EXISTING PARCELS:**

**Parcel A, APN** \_\_\_\_\_

**Parcel B, APN** \_\_\_\_\_

**Owner:**

**Owner:**

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Print Name(s)

\_\_\_\_\_  
Print Name(s)

**ATTACH CALIFORNIA ALL PURPOSE NOTARY ACKNOWLEDGMENTS**

Approved by the County of Marin:

By: \_\_\_\_\_  
Tracy W. Park County Surveyor Date



**EXHIBIT "A"**

**LEGAL DESCRIPTION OF TRANSFER PARCEL(S) T-1, T-2, (etc., as necessary)**

**Project I.D. No. \_\_\_\_\_**

**Parcel T-1, (Grantor) to (Grantee)**

*Description of Transfer Parcel T-1*

*APN ###-###-## (Portion)*

*Containing # square feet, more or less*

*Basis of Bearings*

*Stamp & Signature of Preparing Surveyor*

**Parcel T-2 (if necessary), (Grantor) to (Grantee)**

*Description of Transfer Parcel T-2 (if necessary)*

*APN ###-###-## (Portion)*

*Containing # square feet, more or less*

*Basis of Bearings*

*Stamp & Signature of Preparing Surveyor*

*Etc., etc. as necessary*

**EXHIBIT “B”**

**PLAT OF TRANSFER PARCEL(S)**

**PROJECT I.D. No.** \_\_\_\_\_

Provide a signed and stamped 8-1/2” x 11” plat labeled Exhibit B, or provide a Record of Survey/Lot Line Adjustment Map, either one showing items required in Administrative Decision DPW Conditions of Approval. If filing a RS/LLA insert the following language on this page:

See Record of Survey/Lot Line Adjustment map, Serial # \_\_\_\_\_ , filed in Book \_\_\_\_\_  
\_\_\_\_\_ of Maps at Page \_\_\_\_\_ , Marin County Records.

**EXHIBIT “C”**

**PARCEL A**

**LEGAL DESCRIPTION OF RESULTANT PARCEL (PROPERTY OWNER NAME)**

**PROJECT I.D. No. \_\_\_\_\_**

**Parcel A:**

Caption (i.e. “All that certain real property situate in..... described as follows:”)

Being the lands described in that certain Grant Deed from \_\_\_\_\_ etc..

Excepting therefrom (*Description of T-# as appropriate*)

Together with (*Description of T-# as appropriate*)

*Containing # square feet, more or less*

*Basis of Bearings*

*Stamp & Signature of Preparing Surveyor*

**EXHIBIT “C” (Continued)**

**PARCEL B**

**LEGAL DESCRIPTION OF RESULTANT PARCEL (PROPERTY OWNER NAME)**

**PROJECT I.D. No. \_\_\_\_\_**

**Parcel B:**

Caption (i.e. “All that certain real property situate in..... described as follows:”)

Being the lands described in that certain Grant Deed from \_\_\_\_\_ etc..

Excepting therefrom *(Description of T-# as appropriate)*

Together with *(Description of T-# as appropriate)*

*Containing # square feet, more or less*

*Basis of Bearings*

*Stamp & Signature of Preparing Surveyor*