

BOUNDARY LINE ADJUSTMENT (BLA) FOR THE APPLICANT'S USE

This guide outlines the procedures for processing a boundary line adjustment (BLA) / lot line adjustment once it has received preliminary approval at a City Engineer's Noticed Meeting.

1) The applicant shall provide three (3) copies of the following to the City:

- Title report for the affected properties
- Proposed deeds with Exhibit A (legal descriptions with the appropriate wording) and Exhibit B (maps and plats)
- Exhibit B shall also be provided in electronic form for incorporation to the City's GIS system (1 copy)
- Lot closure calculations
- Any required easements for the parcels.
- Partial Reconveyance should be submitted at this time, if required.
- A check payable to the CITY OF UKIAH in the amount of \$50.00 for each new deed to be recorded.
- Other supporting documentation, as requested by City staff.

2) The applicant shall have all legal descriptions prepared by a licensed land surveyor or engineer with a license to

practice land surveying.

3) Once the title reports, new deeds, and other required documents and materials are received, they shall be forwarded by staff to the City Surveyor and to the City Attorney, if necessary, for review and comment. One copy of the title report will be kept in the Engineering Department project file.

4) Upon receipt of the comments from the City Surveyor and the City Attorney, staff will forward comments to the applicant and keep a copy for the project file.

5) The applicant shall submit corrected documents. The City Surveyor and City Attorney will re-inspect the documents, and will notify Engineering staff if acceptable.

6) The deed cover sheets, and exhibits, and any required easements shall be signed, and all signatures shall be notarized. All legal descriptions shall be signed and sealed by the Civil Engineer or Surveyor.

7) The City Engineer shall sign the legal descriptions in the space that shall be provided.

8) Easements in favor of the City (such as for water, sewer, access, etc.) must be accepted by the City Manager. Engineering staff will deliver the easements for recording.

9) If the applicant is using a title company, the title company agent will collect all the information and have it recorded. If no title company is involved, see step 10.

10) The applicant shall provide the City with a check in the appropriate amount for the recording fees made out to "Mendocino County Clerk." The County fee is \$7.00 for the first page of each deed and \$3.00 for each additional page of that document. Contact staff to determine the number of sheets that will be recorded. The County Recorder requires a Preliminary Change of Ownership Report form if the BLA Grantee and Grantor are not the same owners. County staff will complete this form for a fee of \$20.00.

11) The County Recorders Office will "Record" the documents within ten (10) days. The City Engineering Staff will receive a conformed copy and place in the

project file.