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Boundary Line Adjustment Submittal Process

BOUNDARY LINE ADJUSTMENT SUBMITTAL REQUIREMENTS (Review time 3 weeks):

1. Revised Civil Improvement Plans 1st review (if applicable)
2. Boundary line adjustment application submitted to Community Development Counter in the Development Services Center, 1st Floor City Hall. The following documents will be included in the submittal package:
 - Application fee (\$332)
 - One original signed and notarized application form
 - One copy of application
 - Two copies of the recorded deed
 - Two copies of the most recent Assessor's Map
 - One copy of the legal description
 - One set of closure calculations
 - Two (24" x 36") copies of the Boundary line adjustment
 - One (11" x 17") copy of the Boundary line adjustment
 - Two (11" x 17") copies of related recorded maps
 - Copy of Public Works New Development letter of transmittal from Civil Improvement Plans revision review

SUBMITTAL FOR ADDITIONAL (2ND, 3RD, 4TH) REVIEW REQUIREMENTS (Review time 2 weeks):

1. Re-submittal will not be accepted until both plan checkers have reviewed the map
2. Resubmit the following documents to the Development Services Center, Records Division, 1st Floor City Hall:
 - One (24"x 36") copy of the revised map for each plan check requiring additional review
 - Redline comments with attachments for each plan check requiring additional review
 - One Routing Form completed and signed by the applicant/contact for each plan checker requesting additional review. Please include the name and department of the plan checker on the worksheet. The above mentioned documents should be rolled and separated with the submittal worksheet rolled around the outside of each set.
3. Re-submittal package should not include redline comments from plan checkers who did not request additional review.

MYLAR

1. Engineer may submit Boundary line adjustment mylar Attn: Paula Shifflett, to the Development Services Center-Records Division, 1st Floor City Hall, no later than 8:00 a.m. each Monday for it to be signed by Monday, 5:00 p.m. of the next week.
2. No mylar will be accepted for signatures until:
 - Both plan checkers have signed off on all reviews as complete or complete with corrections
 - All corrections have been made from all reviews
 - Civil plans have been revised and approved (if applicable)
 - Please include the following documents with the mylar submittal:
 - ✓ All redline comments with attachments
 - ✓ One original mylar signed by owner, notary, surveyor

If you have any questions, please contact Paula Shifflett, Community Development-Development Services Center (702) 267-3643.

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