CITY OF VISTA
Applicant's Guide to Boundary Adjustments, Certificates of Compliance and Final Maps

1. **Boundary Adjustment**

   Purpose: To adjust the legal boundaries between two to four legally created parcels. A Boundary Adjustment may not create any new lots, nor may it include any lot not legally created.

   Process: A Boundary Adjustment Plat must be prepared by a registered Civil Engineer, or a Licensed Land Surveyor and submitted to the Development Services Center with the applicable Certificates of Compliance or Final Map and fees.

   Fee: See current fee schedule.

2. **Certificate of Compliance**

   Purpose: To establish a particular lot as a legal building site. It does not mean that the lot may necessarily be built upon since it may lack certain amenities, however it does establish a legal lot. A Certificate of Compliance or Final Map is required for each lot affected by a Boundary Adjustment.

   Process: The applicant must submit the completed application to the Development Services Center with the Boundary Adjustment and all applicable fees.

   Fee: See current fee schedule.

3. **Final Map**

   Purpose: To establish legal lots. This process of establishing lots is usually selected when the Boundary Adjustment and associated easements and encumbrances are completed or right-of-way dedication is proposed.

   Process: The applicant must provide a complete Final Map submittal.

   Fee: See current fee schedule.

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CITY OF VISTA
Boundary Adjustment Submittal Requirements

1. Submittal Checklist
   All Boundary Adjustment submittals must include the following information:
   a. An original and eighteen (18) copies of each sheet.
   b. Two (2) copies of a current title policy.
   c. A legal description and plats of all proposed parcels, the access to the property, and any road easement within the property, typed on plain white paper, 8½" x 11" with one inch margins at the top, sides, and bottom. This legal description shall be reproducible so as to yield a legible copy. These legal descriptions and plats shall be labeled alphabetically to correspond with the parcel letter designations shown on the plat. Both legal descriptions and plats shall be signed and sealed by a Licensed Land Surveyor or Registered Civil Engineer.
   d. An application for a Certificate of Compliance for each parcel or a Final Map for all parcels.
   e. Where more than one sheet is used, all sheets shall be numbered.
   f. Payment of fee(s) in accordance with current fee schedule.

2. All Plats must be prepared by a Licensed Land Surveyor or Registered Civil Engineer.

3. The Plat must be drawn legibly to an engineer's scale (1 inch = 100 feet, or larger as appropriate).

4. All parcels proposed to be adjusted shall be shown and alphabetically labeled beginning with Parcel "A".

5. Each Plat shall contain the following information:
   a. North arrow and scale of Plat.
   b. Name, address, and telephone number of applicant i.e., the person seeking approval of the Boundary Adjustment.
   c. Name, address, telephone number, and signature of the current owner or owners for all parcels shown.
   d. Name, address, telephone number, and signature of the person who prepared the Plat and his/her license or registration number.
   e. The location, width, and names, if any, of all existing and/or proposed road easements, whether public or private, recorded or unrecorded, which lie within the exterior boundaries of the land proposed for adjustment and also those which serve as access to the subject property.
   f. The names of the owners labeled within or adjacent to the parcel involved.
   g. The existing boundary proposed to be relocated shall be shown within a dashed line and labeled "Existing Boundary".
   h. The proposed boundary shall be shown as a solid line and labeled "Proposed Boundary". All other ownership lines shall be shown as solid lines.
   i. Abbreviated legal description of the ownership involved.

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j. The current Assessor's Parcel Number(s) of each parcel, shown within or adjacent to each parcel, and current zoning.
k. A small scale vicinity map with distances (in feet or tenths of a mile) to the nearest street intersection.
l. The new area of each proposed lot.
m. The dimensions of each boundary of each proposed lot.
n. The location of all existing buildings and structures, their uses, and the minimum distance between each building or structure and the boundary of the proposed lot within which it is proposed to be situated.
o. A statement of the existing zoning and the proposed use of each parcel.
p. If septic tanks are existing or proposed, approval of the San Diego County Department of Public Health.
q. Location of utility mains, lines, etc.
r. Plot existing easements.

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CITY OF VISTA
Boundary Adjustment Permit Application

I (we) _____
request that a Boundary Adjustment be approved on the following described property, to be used as requested below.
Address: _____
APN: _____

The following is a complete and accurate legal description of the property involved:
(Attach separate sheets if necessary)

_____

_____

_____

Located on the _____ side of _____ Street,
between _____ Street and _____ Street.

Proposed Boundary Adjustment: Describe Boundary Adjustment in detail and indicated the proposed use for each lot.

_____

_____

_____

I (we) _____
am (are) the owner(s) of the above-described property. I (we) realize that this application will be evaluated based on the data I (we) are submitting.

_____	_____
_____	_____
_____	_____
Applicant's mailing address	Owner's mailing address
_____	_____
Applicant's telephone number	Owner's signature
_____	_____
Applicant's Fax number	Owner's telephone number
_____	_____
Applicant's e-mail address	Owner's Fax number
	_____
	Owner's e-mail address

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CITY OF VISTA
Certificate of Compliance Application

I (we) _____
request that a Certificate of Compliance be recorded by the City for the following described parcel of real property:

Parcel No. _____
Legal Description (see attached):

This property is located on the _____ side of _____ Street, between _____ Street and _____ Street.

Address: _____
_____

I (we) fully realize that the City may require on- and/or off-site improvements as well as a parcel or subdivision map in order to bring this parcel into compliance with the Subdivision Map Act and the ordinances of the City of Vista, and that if this parcel is found not to comply with said act and ordinances, no building permit shall be issued for a structure on this parcel until said parcel is brought into compliance.

Note: See separate sheet of instructions for filing a Certificate of Compliance application.

I (we) _____
am (are) the owner(s) of the above-described property.

_____
_____
_____
Owner's mailing address

_____
Owner's signature

_____ _____
Owner's telephone number Owner's Fax number

_____
Owner's e-mail address

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