

City of Jackson

33 Broadway • Jackson, CA. 95642 • (209) 223-1646

To Applicants for a Boundary Line Adjustment

The following documents are required by the City of Jackson before your application for a Boundary Line Adjustment (BLA) will be processed.

1. A letter of application signed by the owner(s) of the parcels involved.
Example: (In letter format, provide date, name, address and phone number at top of letter)
To: Jackson Engineering Department, City Hall
Subject: A Proposed Boundary Line Adjustment for [name(s) of applicant(s)].
Dear City Official:
I (We) the owner(s) of those certain parcels of land located within the City of Jackson with the county assigned assessor parcel numbers (APN 20-XXX-XXX and APN 20-XXX-XXX), do hereby agree and consent to the proposed boundary line adjustment as submitted to the City on Date.

<u>Signature Owner No. 1</u>	<u>Signature Owner No. 2 (If different)</u>
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2. Two copies of an 18”x 26” plat titled “Application for Boundary Line Adjustment” and one reduced 8½”x 11”, clearly drawn to scale, showing:
 - a. Existing lot lines
 - b. Proposed lot lines
 - c. Existing structures and access drives on the parcels involved
 - d. Topography may be required
 - e. Development plan may be required
3. Preliminary Title Report on the parcels involved.
4. A letter from fiduciary interests, (other involved owner(s) in Trust) if any, acknowledging and agreeing to the proposed BLA.
5. Payment of the \$200.00 charge. Additional processing fees and reassessment costs, if they apply, may be charged before recordation.

Note: Upon City Council approval the surveyor or engineer of work is to deliver a copy of the Boundary Line Adjustment plat to be recorded, to City Hall for checking. After City Engineers review and approval of plat the surveyor or engineer of record is to deliver the original mylar for City Clerks signature. The City Clerk shall then deliver to County for further processing.