



CITY OF ESCONDIDO
Planning Division
201 North Broadway
Escondido, CA 92025-2798
(760) 839-4671
Fax: (760) 839-4313

FOR INTERNAL USE ONLY
Case No.: _____
Date Submitted: _____
Fee: _____
Receipt No.: _____
Rec'd By: _____

ADJUSTMENT PLAT APPLICATION

APPLICANT/CONTACT PERSON:

Name (Print): _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Signature: _____

PARCEL 1:

Property Address: _____
 Assessor Parcel No.: _____
 Owner's Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Signature: _____
(authorizing applicant to submit application)

**REGISTERED ENGINEER OR
 LICENSED SURVEYOR (who prepared plat):**

Name (Print): _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Fax: _____
 E-mail: _____
 Signature: _____
 Registration or License No.: _____

PARCEL 2:

Property Address: _____
 Assessor Parcel No.: _____
 Owner's Name: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____
 Signature: _____
(authorizing applicant to submit application)
 Date: _____

NOTE: If more than two (2) parcels or property owners are involved, provide additional property owners and parcel information on a separate sheet attached to this page.

A reproducible 8½" x 11" copy of the Adjustment Plat Map will be required with Final Map acceptance.

SITE INFORMATION:

General Plan Designation: _____
 Tier/Neighborhood: _____
 Zone: _____
 Overlay Zone: _____
 Environmental Status: _____

Existing Lot Size: _____
(parcel 1) (parcel 2)
 Proposed Lot Size: _____
(parcel 1) (parcel 2)
 Minimum Lot Size Per Zone: _____

ADJUSTMENT PLAT APPLICATION

The Adjustment Plat process is required in order to change the boundaries between two, three or four existing legal lots. The proposed adjustment must meet all requirements of [Article 4 Section 32.402](#) of the Escondido Subdivision Code and all adjusted lots must conform to all applicable sections of the Escondido Zoning Code.

Prior to or concurrent with the submittal of an Adjustment Plat application, a pre-application meeting with a member of the Planning staff will be necessary to answer any questions and to ensure that the application is completed as required. Appointments for a pre-application meeting can be scheduled by contacting the Planning Division at (760) 839-4671.

Submittal Requirements

The following shall be required in order to accept an application as complete. As determined by the Director of Planning and Building, additional information not listed below may be required to make a complete application if warranted by the specific site conditions. This will be determined on a case-by-case basis.

1. Completed [Adjustment Plat Application](#) form signed by the property owner(s) and the Registered/Licensed Engineer or Surveyor who prepared the plat.
2. Copy of current Grant Deeds for **each** parcel proposed to be adjusted.
3. Two (2) copies of a current Preliminary Title Report, including complete legal description for **each** parcel involved in the request (within the last six months).
4. Six (6) copies of an Adjustment Plat Map (8½" x 11" in size with a marginal line drawn around each sheet, leaving an entirely blank margin of 1") ([see attached](#)) to include:
 - a. North arrow, vicinity map, and graphic scale of map.
 - b. Each parcel numbered or otherwise designated.
 - c. Existing and proposed property lines.
 - d. Bearings and dimensions on all existing and proposed property lines.
 - e. Locations and dimensions of all existing buildings, pools, fences/walls (to remain and to be removed) and distance from existing and proposed property lines.
 - f. Locations and dimensions of all easements, existing and proposed, if any (including private road easements).
 - g. Existing topography and elevation (five-foot contour, typical).
 - h. Square footage (existing and proposed) of each lot.
 - i. Location and width of existing street right-of-way, any existing curb cuts, street centerlines and street names.
 - j. Areas required for street and alley dedication.
 - k. Any area subject to inundation in a 50-year storm (use 100-year storm for tributary areas over one square mile).
 - l. Existing trees (with trunks 4" in diameter or larger) and type of tree.
 - m. Owner's certificate acknowledging ownership and permission to prepare and record the plat.
 - n. Legal descriptions of properties.

5. A statement from the engineer/surveyor of the average slope of the area involved in the adjustment.
6. A grading plan showing the existing or proposed grading or building sites or a statement on the map that no grading exists or is proposed. The grading plan may be shown on the plat map if it is legible.
7. If any parcel is on a septic system, verification of County Health Department approval.
8. Legal description of **each** lot **after** adjustment.
9. [Fees](#).

Procedure

Once a complete application is received, it shall be reviewed by the Planning staff to ensure that the proposal meets the requirements of [Section 32.402](#) of the Subdivision Code and does not create any zoning violations. Within fifteen (15) days after the application is deemed complete, the Director of Community Development shall approve, conditionally approve or deny the plat. If it is determined that the proposed adjustment conforms to all applicable sections of the Code, a Conditional Letter of Approval will be issued listing any items or information which may be outstanding. Once the required information is submitted, the Adjustment Plat may be signed by the Director of Community Development, and the plat recorded with the grant deed(s) or [Certificate of Compliance](#).

Once the final plat has been approved and recorded with the Certificates of Compliance or Grant Deeds, and copies of the recorded documents returned to the Planning Division, the adjustment is completed.

Signatures. Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

Applicant

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: _____

Date: _____

Property Owner

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: _____

Date: _____

Architect/Engineer

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: _____

Date: _____

Engineer: _____

Date: _____

DESIGN LIMITATIONS FOR PROFESSIONALS



STRUCTURAL ENGINEERS
No limitations; may design any building of any type.

CIVIL ENGINEERS
May design any building except hospitals or schools.

ARCHITECTS
May design any type building with these exceptions

- The structural portion of a hospital.

UNLICENSED PERSONS

Limited to design of:

- Single-family dwellings of woodframe construction not more than two stories and basement in height
- Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. Not more than four dwelling units per lot.
- Garages or other structures appurtenant to dwellings of woodframe construction not more than two stories and basement in height.
- Agricultural and ranch buildings of woodframe construction.*
- Nonstructural store fronts, interior alterations or additions, fixtures, cabinet work, furniture, or other appliances or equipment including nonstructural work necessary to provide for their installation.
- Nonstructural alterations or additions to any building necessary to or attendant upon the installation of such storefronts, interior alterations or additions, fixtures, cabinet work, furniture, appliances, or equipment.
- May not design any component that affects the safety of any building or its occupants, including but not limited to structural or seismic components.

* Unless the building official having Jurisdiction deems that an undue risk to the public health, safety or welfare is involved.

APPLICABLE STATUTES

6731, 6736, 5537.1
of B & P Code

APPLICABLE STATUTES

15013 of H & S Code
5537.5, 6731, 6735
of B & P Code

APPLICABLE STATUTES

15048 of H & S Code
5500.1, 6737 of B & P Code

APPLICABLE STATUTES

5537, 5538, 6737.1
of B & P Code

ADJUSTMENT PLAT

CITY OF ESCONDIDO

SCALE IN = FT
8 1/2"

11"

SAMPLE . . .

DATE FILED _____
RECD BY _____

PRELIMINARY ACTION BY _____
DATE _____

FINAL ACTION BY _____
DATE _____

PLAT NO.: _____

HEALTH DEPARTMENT CERTIFICATION

FOR DEPARTMENTAL USE ONLY

Prelim. Fee _____ Final Fee _____
Rec. No _____ Rec. No _____

OWNER _____
PHONE NO _____
OWNER _____
PHONE NO _____

ADDRESS _____
CITY _____
ADDRESS _____
CITY _____

THIS PLAT WAS PREPARED WITH MY KNOWLEDGE AND CONSENT _____ SIGNATURE

APPLICANT _____
ADDRESS _____
PHONE NO _____

MAP PREPARED BY _____
ADDRESS _____
PHONE NO _____ R.E. OR L.S. NO _____