



Planning Department & Public Works Department

GUIDE TO A CERTIFICATE OF COMPLIANCE APPLICATION

DEFINITION

As authorized under the provisions Section 66499.35 and 66499.36 of the State Subdivision Map Act, a division of property may be approved by a Certificate of Compliance with or without conditions.

Certificate of Compliance requests receive the comprehensive review required of land divisions.

INSTRUCTIONS FOR FILING A REQUEST FOR LOT LINE ADJUSTMENT

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of Certificate of Compliance applications. Your cooperation with these instructions will insure that your application can be processed in the most expeditious manner possible.

CRITERIA FOR ACCEPTANCE OF ALL FILINGS

- Parcels, which, are eligible for Certificate of Compliances under the State Subdivision Map Act.
- The lots proposed comply with all applicable zoning and subdivision regulations.
- The applicant agrees to comply with any conditions required.

INSTRUCTIONS

Persons wishing to file an application for a lot line adjustment may do so at the Department of Planning and Community Development.

To insure prompt and adequate service, it is requested that an appointment be made to discuss or file your application. Incomplete or inadequate filings will not be accepted.

The application package shall consist of the following documents in hard copy, and in an electronic format (CD or website link to download):

Standard Application Form

Maps:

Certificate of Compliance Only

- ❖ Maps may be prepared by any competent person. Maps which are incomplete or unclear will not be accepted for submission. Maps should be 8.5”x 11” whenever practical. The applicant shall submit **3 prints** on white background.

Each map shall show the following information:

- ❖ The map should be titled in bold letters located in lower right hand corner as follows:

“CERTIFICATE OF COMPLIANCE”

“MAP NUMBER”

- ❖ North point, date and scale. Maps should be oriented so that NORTH is at the top.
- ❖ The dimensions and record boundaries of the total ownership.
- ❖ Sufficient dimensions and record boundaries so as to define the boundaries of the subject properties.
- ❖ The approximate boundaries, dimensions and area of each proposed lot.
- ❖ A number for each lot. (no letters)
- ❖ The names, locations, widths and improvements (within rights-of-way) of all adjoining highways, streets or ways.
- ❖ The width and approximate alignments of all easements, whether public or private, for access, drainage, sewage disposal, and public utilities which are existing.
- ❖ The location of the nearest fire hydrant(s) located within 500 feet of the lots.
- ❖ Actual street names or an identifying letter for proposed streets.
- ❖ Indicate topography by showing approximate contours.
- ❖ The location of existing structures or improvements must be clearly and accurately drawn to scale and indicate the distance to proposed lot lines. If it is impossible or impractical to describe such structures or improvements on the map, such information should be submitted on a separate sheet. Show house number and disposition of each structure.
- ❖ The approximate location and direction of flow of all defined water courses.
- ❖ A vicinity map, or indicate the location and distance of the lots in relation to the nearest existing cross streets.
- ❖ Present and proposed zoning.
- ❖ The location of any existing sewage disposal system.
- ❖ The distance from new lot line to the house lateral or private sewage disposal.

Certificate of Compliance Only

- ❖ Fold larger maps to an 8.5”x 11” size with the map number showing on the front.
- ❖ Calculate the square footage of all parcels and show on map (before and after lot line adjustments).

Owner’s Statement

The applicant shall complete and submit three (3) copies of the “Owner’s Statement” form. Submission of this statement will satisfy the requirements of Section 312, Ordinance 4478, for written statements.

Assessor Maps

Submit three (3) prints of the most recent Assessor Map Book page or pages covering the proposed lot line adjustment.

Title Report

Submit three (3) copies of a recent (not more than 12 months old) title report for all parcels.

Original Copy

Submit one original Certificate of Compliance and appropriate continuation sheet. If necessary, only using forms provided by the Department of Planning and Community Development.

Legal Description

List parcels separately with the total legal descriptions after the adjustment on the Certificate of Compliance form.

Names

All names must appear typed and signed on the Certificate of Compliance. If more than six names are necessary contact the Department of Planning and Community Development.

Number

Obtain Certificate of Compliance Number from Department of Planning and Community Development at the time of submittal.

Filing Fee