



CERTIFICATE OF COMPLIANCE
 Application Submittal Checklist

The following materials are required at minimum in order to submit an application for a certificate of compliance. Please note that a certificate of compliance relates solely to issues of compliance or noncompliance with the State Subdivision Map Act and the City's Subdivision Ordinance and does not provide evidence of compliance with zoning, the general plan or other applicable laws and regulations.

- PLANNING APPLICATION FORM**
- PLANNING AND ENVIRONMENTAL REVIEW FEES**
- PROJECT DESCRIPTION** - Describe why the applicant concludes the property to be a legal parcel.
- TITLE REPORT** - Provide a preliminary or final title report prepared by a title company within the last three months.
- CHAIN OF TITLE** - Provide a chain of title prepared by a title company within the last three months. Submit a copy of all recorded deeds showing an unbroken sequence of ownership from the creating deed to the current deed.
- LEGAL DESCRIPTION** - Provide a legal description prepared and stamped by a licensed land surveyor or qualified engineer. If the lot, parcel, or tract numbers are unavailable, submit a metes and bounds description of the property.
- CLOSURE CALCULATIONS** - Provide lot closure calculations prepared and stamped by a licensed land surveyor or qualified engineer. Closure calculations shall be per "closed-traverse method," using metes and bounds from the legal description, and clearly displaying the closure error.
- SITE PLAN** (1'-0" = 1/10" min. scale) - Show:
 - Property boundaries and dimensions
 - Footprints, dimensions and setbacks of existing structures
 - Adjacent streets, sidewalks, curbs, curb cuts, driveways, parking spaces, walks and landscaping
 - Easements and waterways, if any
- ADDITIONAL INFORMATION** - In addition to the items listed above, the applicant may present any other information such as evidence of prior subdivision or map approval - necessary to substantiate a finding that the subject property conforms to the Subdivision Map Act and the City's Subdivision Ordinance.

- PLANNING DIVISION USE -	
Project:	Notes:
Location:	
Staff :	
Date:	