



Certificate of Compliance Engineering Services Division

1st Plan Check Submittal Checklist

Tract / Parcel Map / APN / Address	Date Submitted
Engineering/Land Surveying Firm	Submitted by
Phone Number	Email

INCOMPLETE SUBMITTAL PACKAGES WILL NOT BE ACCEPTED

A COMPLETE CERTIFICATE OF COMPLIANCE SUBMITTAL PACKAGE INCLUDES:

Note: See "Certificate of Compliance Submittal Requirements" for specific details.

- 1. Plan Review Application Form.
- 2. Entitlement Application Form.
- 3. Processing Fee.
- 4. Certificate of Compliance with legal description and exhibit map prepared and stamped by a person licensed to perform land surveying in the State of California.
- 5. Letter of Authorization to sign (if a corporation or partnership owns the subject parcel).
- 6. Preliminary title report (no more than 60 days old) for the subject parcel.
- 7. County assessor map for the subject parcel.
- 8. Proof of access to the subject parcel (if the parcel does not front a public street).
- 9. Traverse closure calculations with areas clearly identified for the exterior boundary of the subject parcel per the following:
 - Closure calculations shall be per "closed-traverse method," using metes and bounds from the legal description, and clearly displaying the closure error.

--and--

- 1. A copy of the recorded deed that originally created the subject parcel; the parcel must have been originally created prior to March 4, 1972.
- 2. **And** a copy of the current owner's recorded grant deed for the subject parcel; the parcel description given in both documents must match.
- 3. **And** copies of all recorded deeds showing an unbroken sequence of ownership from the creating deed to the current deed; the parcel description given in all documents must match.

--or--

- 1. A copy of an approved and recorded final map, parcel map, official map, lot line adjustment, or an approved certificate of exception.
- 2. And a copy of the current owner's recorded grant deed for the subject parcel; the parcel description given in both documents must match.

Notices:

- Failure to produce one of the listed sets of requirements will result in the issuance of a Conditional Certificate of Compliance.
- A separate Request for Certificate of Compliance Submittal Package is required for each parcel.
- Four or fewer Request for Certificate of Compliance Submittal Packages may be processed under one fee; providing the parcels are contiguous.

Submittal returned without review: _____

