



Certificate of Compliance Information & Checklist

CERTIFICATE OF COMPLIANCE. A Certificate of Compliance is a formal determination as to whether a parcel of land was created in compliance with the Subdivision Map Act in effect at the time the parcel was divided, and whether it complies or conditionally complies with Land Use Code requirements. The Certificate of Compliance is a legal, recorded document.

The City processes and approves applications for Certificates of Compliance or Conditional Certificates of Compliance as provided by Land Use Code Section §9.84.020 and Subdivision Map Act Sections 66499.34 and 66499.35.

The Process. After submission of an application and deposit, a planner will review the Certificate of Compliance request against requirements of the Land Use Code. This type of permit may be approved by the Zoning Administrator or Community Development Department Director without a hearing.

CHECKLIST.

Application form and deposit

A copy of the current deed to the property

A copy of the instrument(s) that created each parcel (grant deed, contract of sale, record of survey map, etc.)

Written description of the particulars of the request for a Certificate of Compliance

A map showing the boundaries of each parcel in question. Include all improvements: access, structures, utilities, etc.

A preliminary title report prepared by a title company, dated within 6 months, for each parcel with proposed adjustment(s). The report shall identify the ownership of all properties, legal descriptions, and all easements affecting the lands proposed for adjustment.

Chain of Title for each parcel in question (obtained from a title company)

NOTE: If the application includes more than one parcel, a packet with title history, creation documents and mapping is required for each individual parcel.

For complete information go to www.cityofarcata.org and find the link for the Land Use Code. Section § 9.84.020 has complete Certificate of Compliance regulations.

If you have questions, speak with Planning Staff at the number below.