



CERTIFICATE OF COMPLIANCE CHECKLIST

A Certificate of Compliance is a document issued on a parcel of property verifying that the division of the land was legal and in compliance with the laws and ordinances in effect at the time the parcel was created. A Certificate of Compliance states compliance for the purposes of sale, lease or finance only and does not guarantee that the parcel is a developable site.

The following checklist is intended to identify the standard information and items that are necessary in order for the Planning Division to process your Certificate of Compliance application. Additional information may be required for certain types of projects. Please contact the Planning Division for details on your specific use.

The following items are required for a complete application:

1. Completed and Signed **Planning Application** Form.
2. **Application Fees** are required at the time the application is submitted to the Planning Division.
3. One (1) copy of a **current preliminary title report** (no older than one month) including current ownership. If property owner is a partnership, corporation or holding company, submit current documents identifying the names and addresses of all partners or officers.
4. **Legal description of the parcel(s)** labeled Exhibit A. The description may be a reprint of the description attached to the current deed. If a new description, one not previously recorded, is required, it shall be written by a Licensed Land Surveyor or other qualified professional.
5. A **Chain of Title** from the time of parcel creation to the present time issued by a Title Company. Copies of all deeds listed in the chain of title shall be submitted.
6. Copies of recorded maps, approved lot splits, building permits, etc., are required to be submitted if they are used to support parcel validity.
7. One (1) **map exhibit** prepared by a licensed land surveyor or other qualified professional. The map exhibit shall be labeled "**Exhibit B**" and shall include all information listed in Part 2 of this checklist.

PART 2 – MINIMUM REQUIREMENTS FOR CERTIFICATE OF COMPLIANCE MAP EXHIBITS:

1. 8 ½” X 11” in size.
2. Date, north arrow, and scale.
3. Assessor’s Parcel Number(s) of the parcel(s).
4. Names of the property owners of all affected parcels.
5. Name, registration number (if applicable), business address, zip code and phone number of the qualified person who prepared the exhibit.
6. Names and lines of existing streets that are adjacent to the lots.
7. Boundaries of all affected parcels, with dimensions.
8. Location, width and purpose of all existing and proposed easements (public and private) on the parcels.
9. The map shall be labeled “Exhibit B.

Processing and Recording the Certificate of Compliance Document

The Planning Division will route the application packet to the City Engineer, Shasta Lake Fire Protection District and Public Works Department for review and comment. After the Development Services Director signs the Certificate of Compliance, the document is recorded in the Office of the Shasta County Recorder.

NOTE: If it is determined that the parcel was created illegally and a Conditional Certificate of Compliance is requested, application for a Conditional Certificate of Compliance shall be made through the Development Services Department. After review by staff and development of conditions required to bring the property into compliance, a Conditional Certificate of Compliance shall be submitted to the City Attorney for review prior to final approval by staff.

If it is determined that the parcel was created illegally and the applicant withdraws the application prior to recordation of the Conditional Certificate of Compliance, or the applicant fails to apply for a Conditional Certificate of Compliance, a notice of intention to record a Notice of Violation shall be issued against the subject parcel in conformance with Section 66499.36 of the California Government Code.