



City of Placerville
Development Services Department
 3101 Center Street
 Placerville CA 95667
 Phone: (530) 642-5252
 Fax: (530) 295-2510
pv.planning@cityofplacerville.org

Certificate of Compliance Application

TO BE COMPLETED BY STAFF

File Number: _____	Receipt #: _____	Date: _____
	Amount: _____	By: _____

TO BE COMPLETED BY APPLICANT (Please Print or Type)

Parcel In Question

Site Address: _____

APN: _____

Owner Name(s): _____

Owner(s) Mailing Address: _____

City *State* *ZIP Code*

Owner(s) Phone Number: _____ Alternate Phone: _____

Email: _____

Signatures of Owner(s) (All owners to sign)

I certify that all statements are correct and that all accompanying documents are accurate.

Print name and title, if applicable, under signature(s)

The name, address, license number and telephone number of the Licensed Land Surveyor or Civil Engineer who prepared the legal description:

Print name of Surveyor or Engineer _____

Last *First* *M.I.*

Name of Firm, If applicable _____ License # _____

Address: _____

Street Address *City* *State* *ZIP Code*

Daytime Telephone # _____ Email: _____

CONTACT PERSON (If other than the Engineer or Surveyor listed above)

Print name _____

Last *First* *M.I.*

Name of Firm, If applicable _____ License # _____

Address: _____

Street Address *City* *State* *ZIP Code*

Daytime Telephone # _____ Email: _____



**City of Placerville
Planning Department**

*General Information for
Certificate of Compliance*

What is a Certificate of Compliance?

A Certificate of Compliance is a legally recorded document that certifies that a parcel of land complies with Subdivision Map Act and local laws. In other words, it is a document that states the City of Placerville accepts the fact that a particular parcel of real property has been legally created.

The Certificate of Compliance is provided for under the Map Act, Section 66499.35 of the Government Code. It allows a person to apply for a determination as to whether a division of land complied with State and local laws in effect at the time of the division. If the division complies with applicable provisions of State and local law enacted pursuant thereto, a Certificate of Compliance shall be recorded, but if the division did not comply with State and Local laws enacted pursuant thereto, a Conditional Certificate of Compliance shall be issued. A Certificate of Compliance is administered by the Development Services Department, but is also reviewed by the Planning Division to consider imposing appropriate conditions in accordance with provisions of Section 66499.35(b) of the Government Code.

There are a number of different ways to subdivide real property. The most common way is by a tract map or parcel map. These processes are recognized by the State of California and the City of Placerville as being legal means of subdividing. However, many parcels were created long before these processes became widely accepted. In California, *generally*, if a parcel was created without using one of these processes, yet was created by a recorded deed prior to March 4, 1972, then it is considered to have been legally created, *unless local ordinances were in effect* at the time regulating divisions of land (Map Act, Section 66412.6).

In the City of Placerville, there were in fact local ordinances in place regulating divisions of land prior to March 4, 1972. On April 25, 1978, the City of Placerville enacted Ordinance 1152, known as the *City of Placerville's Parcel Map Ordinance* that mandated all subdivisions of less than five lots be approved by the Community Development Director (Development Services Department Director).

What are the Submittal Requirements for a Certificate of Compliance?

Please refer to the City of Placerville's form titled "Submittal Requirements for Certificate of Compliance."

How Long Does it Take to Process a Certificate of Compliance?

The Development Service Department will attempt to process initial requests for Certificates of Compliance within thirty (30) days. Coordination is required with the Planning Division. The time taken may be extended if there is insufficient information regarding the creation of the parcel. If during the initial review more documentation is needed, the City will respond to the applicant indicating the information or revisions needed. Once all the information meets the City's requirements, a Certificate of Compliance is prepared, signed and recorded at the El Dorado County Recorder Clerk's Office.

Can a Certificate of Compliance be Issued for Illegal Parcels?

On occasion, we find that parcels have been created after the City enacted Ordinance 1152 and/or after the Subdivision Map Act's date of March 4, 1972, which are in violation. In such instances, Certificates of Compliance can still be issued; however, they are called **CONDITIONAL CERTIFICATES OF COMPLIANCE**. Conditions are imposed that required certain improvements or dedications be made or certain zoning approvals obtained prior to issuance of any future construction or development permits. Building permits cannot be issued for parcels that have a Conditional Certificate of Compliance but is viewed the same as a Certificate of Compliance in regard to the ability to obtain title insurance and sale of the property.

The conditions imposed upon a Conditional Certificate of Compliance may vary. If the land is still owned by the person(s) who created the violation, then the conditions will reflect the requirements of today's subdivision regulations. However, if the property has been sold, where the person creating the violation no longer owns the property, then conditions are imposed that reflect the subdivision requirements at the time the violation occurred.

Does a Certificate of Compliance Mean that all Laws are Satisfied?

The issuance of a Certificate of Compliance simply means that the parcel complies with the Subdivision Map Act and the City of Placerville Land Division Ordinance. It does not mean that it complies with the Zoning Ordinance, Building Code, or any other law or ordinance. Additionally, the issuance of a Certificate of Compliance does not necessarily mean that the lot has an approved means of access. Zoning and building codes are not the criteria used to determine the issuance of a Certificate of Compliance. It is quite feasible that a Certificate of Compliance can be issued for a parcel that is otherwise "unbuildable" for reasons unrelated to land division laws.

Staff is available to answer any questions you may have regarding the Certificate of Compliance process. Please telephone the Development Services Department at (530) 642-5252 if we can be assistance.



**City of Placerville
Planning Department**

***Submittal Requirements for
Certificate of Compliance***

The following must be submitted with your request:

- _____ 1.) **Certificate of Compliance Application** – Signed by applicant and **all** property owners.
- _____ 2.) **Current Grant Deed** for property in question
- _____ 3.) **Chain of Title** – Title history for the property (obtained from a Title Company).
- _____ 4.) **A Summary Description** of each lot for which a certificate is sought.
Provide 2 copies. This summary should include:
 - a. The year when each lot or parcel was created and copy and reference to the document(s) creating the lot or parcel
 - b. An explanation of how the creation of each lot or parcel complied with the Subdivision Map Act and the City's Subdivision Ordinance.
 - c. Copies and references of any court decisions or other documents on which these conclusions are based.
 - d. A summary of existing: road access, structures (with size in square feet), land use (residential, commercial, etc.), and zoning.
- _____ 5.) **Assessor's Parcel Map** – 2 copies, 11x17, of associated Assessor's map.
- _____ 6.) **Legal Description, Plat and Calculations** – 3 copies. Refer to Attachment A.
- _____ 7.) **Site Plan** – Refer to Attachment A for items to be shown on site map.
 - a. 3 copies, 11 x 17
 - b. 2 copies, 24 x 36 folded to 8 ½ x 11 size.
- _____ 8.) **Filing Fee** – Certificate of Compliance: \$600.00.
– Conditional Certificate of Compliance: \$1,950.00
- _____ 9.) **Appointment scheduled with city staff** – Application will only be accepted at a scheduled appointment.

Staff will give the application a cursory review for completeness. If any of the above items are not complete, the application will not be accepted. Additional information after review of the submittal could be required depending on the complexity of the project.



Legal Description and Plat

The legal description and plat shall be prepared and signed by a qualified Registered Civil Engineer or Land Surveyor pursuant to the Professional Land Surveyor's Act.

Requirements

1. Provide all bearings and distances appropriate for the description and clarity.
2. Area, in square feet, to be indicated on plat and legal description of lot.
3. Existing designations such as lot number and the subdivision recording date.
4. All easements for public and private purposes.
5. Abutting lot recording information.
6. Abutting streets, alleys, centerlines, right-of-way, and widths.
7. Identify the basis of bearings on plat and legal description (provide record map/document).
8. Closure calculations shall verify all descriptions. Indicate degree of accuracy.
9. Legal description and closure calculations to read clockwise.
10. Existing lot line(s), lot line(s) deleted and/or new adjusted lot line(s) clearly identified.
11. Vicinity map, if necessary.
12. North arrow and scale.
13. Legal description shall be titled "Exhibit A, Legal Description".
14. Wet stamped and signed Engineer/Surveyor seal on plat and legal description.
15. Other pertinent information needed for clarity (City plan check may ask for further information).

Site Plan

The following information must be included on the site plan:

1. The location and width of all existing or proposed easement or rights-of-way, whether public or private, for access roads, drainage, sewers, or flood control purposes. Label the easements as existing or proposed and indicate to whom the easement is granted.
2. The location of any above ground or underground structures on the site. Dimension distances from property lines to structures. If there are no structures on the lot, add a note on the site plan stating that fact.
3. Project Data: For each lot provide the building square-footage (broken down by structure), lot coverage, floor area ratio, and lot size.
4. Setbacks: Show all existing building setbacks.