





CERTIFICATE OF COMPLIANCE PACKET

OC Development Services

 714.667.8888

 714.667.8885

 www.ocplanning.net

 ocpCustomerCare@ocpw.ocgov.com



Certificate of Compliance

DATE COMPLETED		
	1. Fee (Map Processing): Map Checking/County Surveyor:	\$500.00 \$756.00
	2. Application for Certificate of Compliance (Completed, signed and notarized by record owner)	
	3. Letter from the current owner of record requesting the status of the property as per deeds of record as described in #4 below. A brief history of the property should be included. The letter should be addressed to: County of Orange Manager, OC Development Services P.O. Box #4048 Santa Ana, Ca 92702-4048	
	4. Deeds of record creating parcel: a) Deed dated prior to May 24, 1962 (if existing) b) Deed dated prior to March 4, 1972 (if existing) c) Current ownership deed	
	5. If applicable, an affidavit signed and notarized by current owner (see first page of filing instructions.)	

SUBMITTAL BY APPOINTMENT ONLY: (714) 667- 8888

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Filing Instructions

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of a Certificate of Compliance application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

I. Requirements for filing application

The application for Certificate of Compliance requires the completion of forms requiring basic information regarding ownership and legal description of the property involved, the preparation of a map illustrating the proposal. And the payment of a processing fee. The record owner(s) of the parcel involved is responsible for the accuracy of all information submitted in connection with this application.

The items that are required to be submitted will be legal documents that must be recorded. Therefore, the forms must be typed and the exhibits drawn legibly. Also, to assure the reproducibility of the documents, **use black ink** on all forms and maps.

To accurately compile the information required, the Certificate of Compliance application shall be prepared by a person authorized to practice land surveying pursuant to Sections 8700 through 8806 of the Business and Professions Code, State of California.

II. Items to be submitted

A. Letter of Request

A letter from the applicant to the Manager, OC Development Services, requesting that a Certificate of Compliance be issued on specific property described on the applicable deeds of record.

B. Affidavit Requirement

If applicable, an affidavit signed and notarized by the current record owner stating that the property was acquired without knowledge of a violation of the Orange County Subdivision Code and the State of California Subdivision Map Act.

C. Application for Certificate of Compliance

This form must be filled out completely. The record owner(s) of the parcels involved must sign the application form. The signatures and corporate titles must be notarized. Full legal descriptions for the existing parcel must accompany the application.

D. Exhibit "A" - Legal Description

Certificate of Compliance

Complete this form with the name(s) of the current record owner(s), the assessor parcel number, and the legal description of the parcel. Please type this form, as it will be one of the recorded documents. The signature and seal of the Registered Civil Engineer/Licensed Land Surveyor are required on this document.

E. Exhibit "B" - Map

The map must be drawn in **black ink** on the 8 ½" x 11" form provided*. The map must be clear and readable. At least the following information must be provided on the map (additional information may be required):

***Note:** If a larger Exhibit "B" map is needed for clarity, make reference to the larger map by stating "see attached map: on the 8 ½" x 11" page.)

1. The location of the project site in relation to the existing street and the distance of the nearest cross-street. (Must be detailed enough to allow someone not familiar with the area to locate the project site.)
2. The existing parcel layout. Show bearings and distances from all parcel lines (record data only). Use heavy solid line for the project boundary and light dash lines for existing easements. (**Note:** Identify easements clearly on the exhibit.)
3. The signature and seal of the Registered Civil Engineer/Licensed Land Surveyor are required on this document.

F. Site Plan (Required if structures exist on the property)

Since only certain information can be on the recorded Certificate of Compliance map (Exhibit "B"), a Site Plan Map is required showing additional information necessary to verify compliance with County ordinances. This information may be submitted on the attached form labeled SITE PLAN. The following information must be included on the Site Plan:

1. The location and width of all existing or proposed easements or rights-of-way, whether public or private, for roads, drainage, scenic preservation, resources preservation, open space, sewers and load control purposes. Label the easements as existing or proposed and indicate to who the easement is granted.
2. The location of any above ground or underground structures, including septic tanks and leach lines on the site. Dimension distances from proposed property lines to structures. If there are no structures on the

Certificate of Compliance

parcels/lots proposed for adjustment, add a note on the map (Exhibit "B") stating that fact.

3. The licensed land surveyor or registered civic engineer who prepared the site plan exhibit must sign the exhibit and affix his/her seal or stamp per the Professional Land Surveyors Act, Section 87671.

G. Map Checking Deposit

A map checking deposit will be collected by the County Surveyor based on the hourly processing rate and estimated number of hours for the checking of the Certificate of Compliance. (Deposit: \$756.00)

H. Processing Fee

A fee of \$500.00 has been established for the processing of a Certificate of Compliance.

I. Recording Fee*

The County Recorder requires a fee* of \$9.00 for the first page and \$3.00 for each additional page for recordation of the Certificate of Compliance. (*Note: This fee will be requested at that appropriate time.)

III. Procedure

- A. The applicant shall submit the completed application to:

**OC Planning
300 N. Flower Street
Santa Ana, CA 92703**

The application and map will be reviewed to verify compliance with established County policies and procedures and with procedures established for Certificate of Compliance application.

- B. When OC Development Services determines that the application is complete, a Certificate of Compliance "CC" number is assigned, and payment of the processing fee is required. The check will be made payable to the County of Orange.
- C. When the application fee has been paid, the application is forwarded to the County Surveyor to assure that the document is technically correct and in an acceptable

Certificate of Compliance

form for recording. An application checking deposit is required by the County Surveyor at this time.

- D.** Upon completion of the County Surveyor's review, an Administrative Certificate of Compliance will be forwarded to the Manager, OC Development Services for approval.
- E.** Upon completion of the County Surveyor's review, Conditional Certificates of Compliance are referred to the Director, OC Public Works or Designee for action. The Director will approve or conditionally approve the application. (Since a Certificate of Compliance is a request for an official determination as to the status of the property by the County, and said status is determined and recorded in the form of a Certificate of Compliance or Conditional Certificate of Compliance. The application of conditions is utilized to bring the property into conformance with the applicable Ordinances, Resolutions and other directives applicable to the property.)
- F.** Upon finalizing the application, OC Development Services will cause the approved Certificate of Compliance, or the Conditional Certificate of Compliance, to be recorded.

Certificate of Compliance

Recording Requested by and Mail to:

County of Orange
OC Public Works/OC Planning/Geomatics – L.I.S. Division
Attn: Kevin Hills, County Surveyor
300 N. Flower Street
Santa Ana, Ca 92703

RESERVED FOR COUNTY RECORDER'S USE

Certificate of Compliance

C C

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Record Owner(s):

Name: _____

Street Address: _____

City, State, Zip: _____

Daytime Telephone: _____

(I/We are) hereby certify that: 1) (I am/We are) the record owner(s) of the parcel proposed for a Certificate of Compliance by this application 2) (I/We) have knowledge of the consent to the filing of this application and 3) The information submitted in connection with this application is true and correct.

SIGNATURE(S) OF SIGNING OFFICER

NAME OF SIGNING OFFICER (TYPED OR PRINTED)

Certificate of Compliance

CC _____ - _____

This document consisting of _____ pages were prepared by me or under my direction.

Signature R.C.E./L.S. _____

My registration/license expires: _____

Examined and approved as to survey content for Kevin Hills, County Surveyor

by: Kevin Hills
County Surveyor

Dated this _____ day of _____ 20 _____

OFFICE USE ONLY

AP Number(s)	Supervisory District	Date Filed	Zoning

Type:

Administrative: _____

Surveyor: _____

Condition: _____

Approval Date: _____

ACTION TAKEN

Certificate of Compliance

CC _____ - _____

The real property described herein and the division thereof into _____ parcels as of the date of parcels as of the date of recordation of this document has been determined to be in compliance with applicable provisions of the Subdivision Map Act of the State of California (Section 66410 et seq. of the California Government Code) and the Subdivision Code of Orange County, enacted pursuant thereto.

This certificate relates only to issues of compliance with the Subdivision Map Act and local ordinances enacted pursuant thereto. The parcel described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local ordinance enacted pursuant thereto. **This certificate does not implicitly or explicitly establish a legal building site. Therefore, development of the parcel may require issuance of a permit or permits or other grant or grants of approval.**

County of Orange
OC Public Works
Shane Silsby , Director

By: Mahrooz Ilkanipour, PE
Manager, County Property Permits

Certificate of Compliance

CC _____ - _____

Legal Description

Current Record Owner(s)	Assessor Parcel Number	Description
		Page _____ of _____

Certificate of Compliance

CC _____ - _____

Map

Current Record Owner(s)	Assessor Parcel Number	Description
		Page _____ of _____

Certificate of Compliance

CC _____ - _____

Site Plan

Current Record Owner(s)	Assessor Parcel Number	Description

Page _____ of _____