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COUNTY OF RIVERSIDE

TRANSPORTATION AND LAND MANAGEMENT AGENCY

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CERTIFICATE OF COMPLIANCE USER GUIDE

PURPOSE: To determine if a piece of land is in conformance with the Subdivision Map Act and Riverside County ordinances to permit the sale, lease, or finance of such real property. A Certificate of Compliance does not guarantee the right to build on the property.

A. TYPES OF CERTIFICATE OF COMPLIANCE

1. CERTIFICATE OF COMPLIANCE

Is issued when a piece of land is in compliance with the subdivision map act and County Ordinances. The Application **must include a deed recorded prior to March 4, 1972** that describes the subject parcel as a separate parcel. If a prior March 4, 1972, deed is not included in the application, then your case will be opened as a conditional certificate of compliance.

2. CONDITIONAL CERTIFICATE OF COMPLIANCE

Is issued when a piece of land is in violation with the subdivision map act and a deed recorded prior to March 4, 1972, describing the subject parcel as a separate parcel does not exist.

Please Note: Parcels with a Conditional Certificate of Compliance have conditions placed on them that must be satisfied prior to issuance of any permits or other grants of approval. Upon satisfaction of all conditions, the applicant shall notify Survey and shall apply for a Final Certificate of Compliance.

3. CERTIFICATE OF COMPLIANCE PARCEL MAP WAIVER

Is issued when a tentative map has been approved by the governing body and no deeds have been recorded to reflect such waiver of final map.

Please note: If the Survey Division finds that a property was divided illegally under the Subdivision Map Act during the review of a Certificate of Compliance application, the owner must apply for a Conditional Certificate of Compliance and pay any applicable fees for such application.

B. FILING INSTRUCTIONS FOR CERTIFICATE OF COMPLIANCE

The following instructions are intended to provide the necessary information and procedures to facilitate 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.

THE APPLICATION PACKAGE MUST CONSIST OF THE FOLLOWING:

1. One completed and signed application form.
2. All applicable fees.
3. One copy of a typed written legal description of the subject property on the attached Exhibit "A" - Legal Description sheet.
4. One legibly drawn map of the subject property on the attached Exhibit "B" – Map sheet.
5. One copy of the current recorded deed.
6. If the property involved does not abut a public street, a copy of appropriate documentation of legal access from the property to a County Maintained road (e.g. recorded easement) for said property shall be provided.
7. If applicable, a map and copies of deeds of all other property owned by the applicant that is contiguous to the subject property.
8. If applicable, a copy of the statement of partnership, articles of incorporation, or corporate resolution indicating those officers/individuals authorized to sign legal documentation on their behalf shall be required for documents executed by Banks, Corporations, Partnerships, etc.
9. Documentation showing the subject parcel as a separate parcel based upon a deed(s) /documents dated prior to March 4, 1972. (Certificate of Compliance only. Not required for Conditional Certificate of Compliance).

For Survey Use:

COC	
	Completed and Signed Application
	Exhibit A
	Exhibit B (<i>County Maintained Road/Legal Access, Dimensions of property lines to existing structures are NOT required</i>)
	Copy of Current Grant Deed
	Copy of deed prior to March 4, 1972 that matches the legal description on the current Grant Deed.
	MapMyCounty Report with highlighted zoning and permit status info

COCC	
	Completed and Signed Application
	Exhibit A
	Exhibit B (<i>County Maintained Road/Legal Access, Dimensions of property lines to existing structures</i>)
	Copy of Current Grant Deed
	MapMyCounty Report with highlighted zoning and permit status info

C. The following procedures shall apply to applications for approval of a Certificate of Compliance

Any property owner may apply for a Certificate of Compliance or a Conditional Certificate of Compliance. A separate application must be submitted to the Survey Division along with the required fees as outlined in Ordinance No. 671 for each parcel being certified. Applications proposing certification of multiple lots will not be accepted unless submitted with a waived final parcel map. Each completed application must include the following:

1. **A Legal Description (Exhibit "A")**- Must be typed on the **Exhibit "A" – Legal Description form**, with 1" margins on all sides (top, bottom, and sides.) The legal description must be clear and legible to ensure it can be reproduced as part of a recorded Certificate of Compliance or Conditional Certificate of Compliance.
2. **A Map (Exhibit "B")**, shall be submitted, drawn on a form provided by the Survey Division. The map shall be legibly drawn, in ink or suitable computer aided drafting program, to an engineer's scale, with the scale shown on the map. It shall be reproducible to yield a legible copy that can be used as part of the recorded Certificate of Compliance or Conditional Certificate of Compliance. It shall show the subject property with dimensions and the gross and net area, and it shall show the locations, width, and names of all streets and roads adjacent to and providing legal access to the property.
 - a) The map shall show the location and use of all structures on the property, with the distances from the structures to the parcel boundaries and distances between structures, and all existing utilities and easements. (Applies to Conditional Certificate of Compliance only).
 - b) A small-scale vicinity map shall be shown with distances (in feet or tenths of a mile) to the nearest street intersection, and to the nearest County Maintained Road.
 - c) The map shall show the current zoning on the property and the current Assessor's Parcel Number.
3. A legible copy of the current owner's grant deed or contract of sale;
4. A map and copies of deeds of all other property owned by the applicant that is contiguous to the subject real property
5. Documentation of recorded access to the subject property unless abutting a County Maintained Road.

D. Processing and Issuance:

1. Certificate of Compliance:

Upon receipt of a completed application, the Survey Division shall review the matter and within 50 days after receipt of the completed application make a final determination as to whether or not the real property complies with the applicable provisions of the Subdivision Map Act and Ordinance No. 460, or whether the proposed development of the real property can be approved as not to the contrary to the public health, welfare and safety.

If the Survey Division determines that the real property was divided in compliance with the provisions of the Subdivision Map Act and Ordinances that were applicable at the time the property was divided, the Division shall cause a Certificate of Compliance to be filed for record with the County Recorder.

2. Conditional Certificate of Compliance:

Upon receipt of a completed application, the Survey Division shall submit completed applications to various appropriate County Departments for their recommendations and to establish appropriate conditions.

The various appropriate County Departments may impose such conditions as would have been applicable to the division of the property at the time that the current owner of record acquired the property, except that where the applicant was the owner of record at the time of the initial violation who by a grant of the real property created a parcel or parcels in violation, and such person is the current owner of record of one or more of the parcels that were created as a result of the grant in violation, then the Transportation Department may impose such conditions as would be applicable to a current division of the property or the requirement of filing on a tentative parcel or tract map.

When the various appropriate County Departments impose conditions, the Survey Division shall notify the applicant of said conditions, and the Survey Division shall file for record with the County Recorder, a Conditional Certificate of Compliance.

The conditions may be fulfilled and implemented by the owner who has applied for the Certificate of Compliance or any subsequent owner.

Compliance with such conditions shall not be required until such time as a permit or other grant of approval for the development or use of the property is issued by the County or any other subsequent jurisdiction, unless the property is thereafter included as a part of a legal division of said real property pursuant to the provisions of this ordinance.

Upon satisfying all of the conditions, the owner shall notify the Survey Division and shall submit an application for a Final Certificate of Compliance to the Survey Division for recordation.

3. Certificate of Compliance and Waiver of Parcel Map:

A Certificate of Compliance is required on all tentative parcel maps in which the parcel map has been waived.

The Survey Division shall distribute the final copy of the Certificate of Compliance and waiver of parcel map to the Department of Building and Safety and County Recorder's Office upon payment of the fee set forth in Ordinance No. 671.

Appeal to Planning Commission. The decision of the Survey Division regarding a Certificate of Compliance may be appealed to the Planning Commission within 10 calendar days after the date of the decision by the Survey Division. Upon receipt of a completed appeal, the Survey Division shall set the matter for hearing before the Planning Commission, not less than 10 days nor more than 60 days thereafter, and shall give written notice of the hearing, by mail, to the appellant. The Planning Commission shall render its decision within 30 days following the close of the hearing on the appeal and a copy thereof shall be mailed to the appellant.

E. APPLICATION

- CERTIFICATE OF COMPLIANCE**
- CONDITIONAL CERTIFICATE OF COMPLIANCE**
- CERTIFICATE OF COMPLIANCE PARCEL WAIVER**

DATE SUBMITTED: _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

APPLICATION INFORMATION

Applicant's Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Engineer/Representative's Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

Property Owner's Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: (____) _____ Fax No: (____) _____

PROPERTY INFORMATION:

Assessor's Parcel Number(s): _____

Street Address (if Applicable) _____

Section: _____ Township: _____ Range: _____

Approximate Gross Acreage: _____

General location (cross streets): North of _____, South of _____, East of _____, West of _____.

FOR WAIVER OF PARCEL MAP ONLY:

What is the number of the waived parcel map? _____

What was the date of approval? _____

If the property is owned by more persons than indicated above, check the box below, and attach a separate page that includes the following statement "Certificate of Compliance No. ____", (or "Conditional Certificate of Compliance No. ____" if applicable), and reference the affected Assessor's Parcel Number(s), and list the names, mailing addresses, and phone numbers of those persons having an interest in the real property or properties involved in this application.

See attached sheet(s) for additional property owner's names, mailing addresses and phone numbers.

The Applicant may be the property owner, representative, or other assigned agent. Your signature below substantiates the fact that you understand the nature of the fee deposit, whereby work done by various Departments, Agencies, and/or Districts for this application will be billed directly to the application. If it is determined that additional funds are needed to complete the processing of this application, a bill will be sent to the applicant. If at any point, the fee deposit is reduced to zero or a negative balance, processing of the application will cease until the negative balance is paid and sufficient funds are available to continue the processing of the application. There will be NO refund of fees that have been expended for case review or other services, even if the application is withdrawn, or the application is ultimately denied.

The signature below also authorizes the Transportation Department and Transportation & Land Management Agency to expedite the refund and billing process by transferring monies among concurrent applications, if any, to cover processing costs as necessary. Fees collected in excess of the actual cost of providing specific services will be refunded.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

**EXHIBIT "A" – LEGAL DESCRIPTION
CERTIFICATE OF COMPLIANCE NO. _____**

Assessor's Parcel Number(s):

**EXHIBIT "B" - MAP
CERTIFICATE OF COMPLIANCE NO. _____**

Scale:
Assessor's Parcel Number(s):
Zone: