



RIVERSIDE COUNTY PLANNING DEPARTMENT

Carolyn Syms Luna
Director

APPLICATION FOR CERTIFICATE OF COMPLIANCE

CASE NUMBER: _____ 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: (____) _____

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. _____", and references the affected Assessor's Parcel Number(s), and lists 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.

Riverside Office · 4080 Lemon Street, 12th Floor
P.O. Box 1409, Riverside, California 92502-1409
(951) 955-3200 · Fax (951) 955-1811

Desert Office · 38686 El Cerrito Road
Palm Desert, California 92211
(760) 863-8277 · Fax (760) 863-7555

"Planning Our Future... Preserving Our Past"

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Indicate the dimensions of the parcel to be certified: _____

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

Thomas Brothers map, edition year, page number, and coordinates: _____

FOR WAIVER OF PARCEL MAP ONLY:

What is the number of the waived parcel map? _____

What was the date of approval? _____

**FILING INSTRUCTIONS FOR
CERTIFICATE OF COMPLIANCE**

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 insure that your application can be processed in the most expeditious manner possible.

THE CERTIFICATE OF COMPLIANCE FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. One completed and signed application form.
2. One legibly drawn map of the subject property on the attached Exhibit "B" – Map sheet.
3. One copy of a typed written legal description of the subject property on the attached Exhibit "A" - Legal Description sheet. Submit **two** copies if application is in conjunction with waiver of a final map.
4. One copy of the current recorded deed or contract of sale.
5. If the property involved does not abut a public street, a copy of appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
6. If applicable, a map and copies of deeds of all other property owned by the applicant that is contiguous to the subject property.
7. Documentation showing the subject parcel as a separate parcel based upon the following:
 - a) Gift Deeds: Must have been recorded between **June 9, 1977** and **June 8, 1978** or prior to **March 2, 1972**.
 - b) Parcels of **4 acres or less**: documents dated prior to **July 14, 1971**.
 - c) Parcels **greater than 4 acres, but less than 60 acres**: documents dated prior to **March 4, 1972**.
 - d) Parcels **greater than 60 acres**: documents dated prior to **June 6, 1977**.

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e) Contiguous held property of multiple parcels: documents dated prior to **June 6, 1977**.

8. Applicable deposit-based fee.

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

A. Classification of Certificates of Compliance.

1. Certificates of Compliance. A Certificate of Compliance is issued when the real property is in compliance with the Subdivision Map Act and Ordinance No. 460.
2. Conditional Certificate of Compliance. A Conditional Certificate of Compliance is issued when the Planning Department determines that the property was divided in violation of the Subdivision Map Act or Ordinance No. 460.
3. Certificate of Compliance and a waiver of a parcel map. A Certificate of Compliance is required on all tentative parcel maps that have the parcel map waived. Since there is no parcel map to record, a certificate is necessary to record a legal description of the properties that have been created by the tentative parcel map.

The following procedures shall apply to applications for approval of a certificate of compliance:

B. Application. Any owner of real property, including owners denied a permit, may file an application for a Certificate of Compliance. A separate application shall be made to the Planning Department, accompanied by the fees set forth in [Ordinance No. 671](#) for each parcel to be certified. No Certificate of Compliance application proposing the certification of multiple lots will be accepted unless submitted in conjunction with a waived final parcel map. Each completed application form shall be accompanied by the following:

1. A map shall be submitted, drawn on a form provided by the Planning Department. The map shall be legibly drawn, in ink, to an engineer's scale, with the scale shown on the map. 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 access to the property.
2. 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.
3. A small-scale vicinity map shall be shown with distances (in feet or tenths of a mile) to the nearest street intersection.
4. The map shall show the name, address, telephone number of the current owner of the property, and the name, address and telephone number of the person preparing the map, if different from the owner.

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5. The map shall show the current zoning on the property and the current Assessor's Parcel Number.
 - a) The application shall also include:
 - b) A legible copy of the current owner's grant deed or contract of sale;
 - c) A map and copies of deeds of all other property owned by the applicant that is contiguous to the subject real property;
 - d) Documentation of recorded access to the subject property unless abutting a public street;
 - e) A legal description for the subject property to be typed on the Exhibit "A" – Legal Description form, with 1" margins at the top, sides and bottom. This legal description shall be reproducible to yield a legible copy that can be used as a part of a recorded Certificate of Compliance.

C. Processing and Issuance.

1. Certificate of Compliance.

- a) Upon receipt of a completed application, the Planning Department 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 contrary to the public health, welfare and safety.
- b) If the Planning Department determines that the real property was divided in compliance with the provisions of the Subdivision Map Act and Ordinance No. 460 that were applicable at the time the property was divided, the Department shall cause a Certificate of Compliance to be filed for record with the County Recorder.

2. Conditional Certificate of Compliance.

- a) If, upon receipt of a completed application, the Planning Department determines that the property was divided in violation of the Subdivision Map Act or Ordinance No. 460, but that a proposed development may be approved as being not contrary to the public health, welfare or safety; a Certificate of Compliance may be issued by the Planning Department, contingent upon the completion of specified conditions.
- b) The Planning Department shall submit the applications to the Land Development Committee at one of its regular meetings for its report, recommendations and to establish appropriate conditions.
- c) The Planning Department 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 Planning Department may impose such

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conditions as would be applicable to a current division of the property or the requirement of filing on a tentative parcel or tract map.

- (1) When the Planning Department imposes conditions, the department shall file for record with the County Recorder, a Conditional Certificate of Compliance.
- (2) The conditions may be fulfilled and implemented by the owner who has applied for the Certificate of Compliance or any subsequent owner.
- (3) 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.
- (4) Upon completion of the conditions, the owner shall notify the Planning Department. If the conditions are satisfactorily completed, the Planning Department shall then issue and record a final Certificate of Compliance.

d) Certificate of Compliance and Waiver of Parcel Map.

- (1) A Certificate of Compliance is required on all tentative parcel maps that have the parcel map waived.
- (2) The Planning Department 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.

D. Appeal to Planning Commission. The decision of the Planning Department regarding a Certificate of Compliance may be appealed to the Planning Commission within 10 calendar days after the date of the decision by the Planning Department. Upon receipt of a completed appeal, the Planning Department 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.

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

Record Owner(s):

Address:

Exhibit prepared by:

Address:

Phone Number:

Scale:

Assessor's Parcel Number(s):

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

**Record Owner(s):
Address:**

**Exhibit prepared by:
Address:
Phone Number:**

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