



# EZOP Planning Checklist

## CERTIFICATE OF SUBDIVISION COMPLIANCE

### ON/AFTER March 4, 1972

### Information Sheet

#### GENERAL INFORMATION

This process is used to legalize a parcel that was created in violation of the State of California's Subdivision Map Act or Local Ordinance relating thereto. It may impose any necessary conditions as required by California Government Code Sections 66499.34 & 66499.35.

A Certificate of Compliance application applies only to a single parcel and is required when:

- a) An existing land violation prevents the division or development of property, or
- b) When such a certificate is desired as provided for in the California Government Code § 66499.35

#### FEES

**For a parcel subdivided in violation of the Subdivision Map Act or Local Ordinance relating thereto:** See Master Fee Schedule

#### PROCEDURES

- Certificates of Compliance and Conditional Certificates of Compliance are issued by the Land Use Services Director or a designee.
- If needed, a determination of whether a parcel was subdivided in violation of the Subdivision Map Act should be made by the County Surveyor's Office prior to submitting this application.
- A copy of your application may be distributed to other County departments for review and comment. Comments from these agencies and applicable County regulations and policies will be used in reaching a decision regarding your application.
- Any land use decision to approve, deny or impose specific conditions on the approval of any land use application may be appealed by any interested party, including the applicant. Such appeals must be filed with the County according to the time limitations listed on the Appeals Information Sheet (located in the Guidance section of Planning's Handouts page).
- When road dedication is a condition of approval, the County will prepare the necessary documents and mail them to you for signature.

#### SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <https://lus.sbcounty.gov/planning-home/handouts/>

- ☐ 1. Property Owner Certification
- ☐ 2. Proof of Property Ownership:
  - Recorded Grant Deed (or Quitclaim deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
  - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

*NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, Fictitious Firms as the Grantor or Grantee, a certified copy each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general)' or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.*

- ☐ 3. Letter of Intent

If a Subdivision application is to be filed with the Certificate of Compliance, see that application checklist for required submittal materials.