



EZOP Planning Checklist

CERTIFICATE OF SUBDIVISION COMPLIANCE

MULTIPLE LOT

Information Sheet

GENERAL INFORMATION

Certificate of Compliance – Multiple Lot: This process is used to legalize five (5) or more parcels that are contiguous and were created at the same time by the same person. During the review process, staff may impose any necessary conditions to provide the appropriate improvements.

FEES

Actual Cost Application: \$5,960.00 initial deposit for subdivisions of 5 or more lots.

Actual Cost Initial Deposit. The basic review fees for this application are charged on an “actual cost” basis. Your application money is deposited into an account and the reviewing staff records the time spent processing your application. Your account is then charged for the staff time at rates established by the San Bernardino County Fee Ordinance. You are responsible for all charges made to the account. If account funds are depleted an additional deposit will be required. If an additional deposit is required, it must be paid to allow staff to continue processing. Any failure to pay the required deposit will result in suspension and possible termination of the review process. For more information on fees, please contact County Planning.

SUBMITTAL MATERIALS CHECKLIST

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

- 1. Financially Responsible Party Information form
- 2. Property Owner Certification
- 3. 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, or Fictitious Firms as the Grantor or Grantee, a certified copy of 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.

- 4. Hazardous Waste Site Certification Form (for water and sewer).
- 5. Adequate Service Certification for water and sewer.
- 6. Letter of Intent.
- 7. Tentative Subdivision Map
- 8. Preliminary Title Report for each lot or parcel (obtained from a title company that is no more than 60 days old)