



City of Adelanto

Department of Public Works Engineering

Certificate of Compliance (COC)

INSTRUCTIONS TO APPLICANT

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing and processing by the Department of Public Works Engineering.

- A) Application deposit of \$815 – Checks should be made payable to City of Adelanto. No refunds. An appeal fee of \$150 will be assessed in the event that a Certificate of Compliance cannot be issued; if the applicant requests a Conditional Certificate of Compliance or receives an approval of a Parcel Map and would like to continue with the process of obtaining a Certificate of Compliance. No refunds.

Processing Costs: Per City Council resolution No. 04-62, the City operates on the basis of full cost recovery for the processing of projects. Deposits made at the time of application are estimated costs for processing of applications; however, additional deposits may be required to cover the projected costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

B) Checklist

1. One completed and signed application form.
2. One property plot plan map (see attached Drawing Checklist).
3. One copy of the Grant Deed for the subject property.
4. Preliminary Title Report - Dated within 60 days of application submission, copies of all easements documents and deeds referenced in the title report, copies of the latest grant deed for each property, copies of all record maps referenced by the title report including full chain of title for the subject property.
5. EXHIBIT A – A legal description of the land that the Certificate of Compliance is being requested for and that will be used as the new description for the property that will be used in subsequent grant deed transfers of title, prepared and signed by a licensed land surveyor or civil engineer registered in the State of California.
6. EXHIBIT B – A scaled 8 1/2" x 11" reproducible "Exhibit A" must be included with the easement document, prepared and signed by a licensed land surveyor or civil engineer registered in the State of California.. The exhibit must include the following information.

- i. All property boundaries and abutting streets.
 - ii. Nearest location of intersection of major streets.
 - iii. Scale indicator.
 - iv. North arrow.
 - v. The dedication size and location, including width.
 - vi. All data disclosed on EXHIBIT A legal description.
7. One copy of the appropriate Assessor's Parcel Map showing the subject parcel.
8. One copy of United States Geological survey map of the project area showing property boundaries, quadrangle map name and applicant's name.
9. The attached ownership certificate, signed by all Owners of Record. Signatures must be original. No faxed or photocopied signature will be accepted.
10. One original Certificate of Compliance questionnaire (attached to application), signed by the legal owner or agent designated by the owner.
11. If the applicant is other than the owner of record, an affidavit signed by the owner that designates the applicant as an agent must accompany the application.
12. One certified copy each, if applicable, of the articles of incorporation including the latest statement of officers; the partnership papers (limited or general); or the recorded fictitious business name statement naming the owners of the firm, if either the grantor or grantee are corporations, partnerships, or fictitious firms.
13. Documentation showing the subject parcel as a separate parcel based upon the following (if information is available):
 - i. Gift Deeds: Must have been recorded between June 9, 1977 and June 8, 1978 or prior to March 2, 1972.
 - ii. Parcels of 4 acres or less: documents dated prior to July 14, 1971.
 - iii. Parcels greater than 4 acres, but less than 60 acres: documents dated prior to March 4, 1972.
 - iv. Parcels greater than 60 acres: documents dated prior to June 6, 1977.
 - v. Contiguous held property of multiple parcels: documents dated prior to June 6, 1977.

INFORMATION AND PROCEDURES

1. The purpose of a Certificate of Compliance is to determine if a parcel of land is in conformance to the Subdivision Map Act and City of Adelanto ordinances in order to permit the sale, lease, or financing of such real property. A Certificate of Compliance does not grant the right to develop the parcel.
2. 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 Government Code, Section 66499.35.
3. A copy of your application will be distributed to departments and other agencies deemed appropriate for review and comment. Comments from these agencies and applicable City regulations and policies will be used in reaching a decision regarding your application.
4. It is unlawful to offer for sale, lease, financing or other conveyance, any portions of real property, or obtain building permits, until the Certificate of Compliance has been given final approval by the County and all conditions of the approval satisfied.
5. Your application begins processing with a preliminary determination as to whether or not you beneficially control any contiguous parcels of land, and correctness of deed. If the preliminary check indicates any complications, a more thorough review is made which may delay processing.
6. Applications are considered on the basis of lot design, topography, consistency with lots in the immediate area, conformance with the requirements of the zone classification, vehicular road access to each lot, and conformance with provisions of State and City Ordinances and policies.

CASE NO. _____ DATE FILED _____

Total Fees Paid _____ Receipt No. _____ Case Planner _____

Name of Applicant				Phone	
Address				Fax	
City		State		Zip Code	
Name of Representative				Phone	
Address				Fax	
City		State		Zip Code	
Name of Engineer				Phone	
Address				Fax	
City		State		Zip Code	

[Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

Type of project or action:

Project Location (General):

Assessor's Parcel Number _____

Size of Parcel (gross acreage) _____

When was the parcel created? _____

The EXACT legal description of said property is: (the legal description may be given as tract lots, including Section, Township, and Range, or it may be described by metes and bounds with a point of beginning that can be identified on the City Engineer's maps).

QUESTIONNAIRE

Answer all of the following questions. Should extra space be required, firmly attach extra sheets. Failure to answer all of the questions will cause a delay and/or rejection of your application without prejudice.

A. Survey:

		Yes	No
1.	Are there any known property line conflicts, disagreements or encroachments with adjoining property owners? If yes, indicate the problem.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the property been surveyed by a Licensed Land Surveyor or Civil Engineer? If the answer is yes, include a copy of the survey map with this application.	<input type="checkbox"/>	<input type="checkbox"/>

B. Access:

9.	How will legal access to the property be provided?		
10.	Are there existing roads abutting property? If yes, describe the type, width and condition of road, give name.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are paving, curbs and gutters, and sidewalks installed in the area with ¼ mile of the property either on the fronting or abutting street? If yes, list the type of improvements and the approximate distance from the parcel in feet or miles to these improvements.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Are there any hills, canyons, watercourses, or other physical obstructions, etc., that might prohibit construction of standard road improvements on the property line? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is the property crossed by electrical power lines or other type of utility easement? If yes, give width of easement and show it on Property Plot Map drawing.	<input type="checkbox"/>	<input type="checkbox"/>

OWNERSHIP CERTIFICATE

All Owners of Record must sign this Certificate.

List below by Assessor's Parcel Number (APN) all property adjacent or contiguous to the parcel being considered for Land Division that are owned or beneficially controlled by the individual(s) signing this certificate.

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application for land division is made, states that he or the organization is aware of the application being filed with the City of Adelanto Planning Department, and certifies under penalty of perjury that the information contained in this application is true and correct.

Any person signing with Power of Attorney for others must print the names of those individuals in the signature block and attach a certified copy of the Power of Attorney.

Assessor's Parcel No. of Parcel(s) being divided

Signature (Owner of Record) _____

Date _____

LETTER OF AUTHORIZATION
IF APPLICANT OTHER THAN PROPERTY OWNER

I, _____, as owner(s) of property identified as Assessor's
Parcel _____
Property Owner(s)

No(s). _____ and/or Tract/Parcel Map _____,
Parcel/Lot _____

No. _____ do hereby authorize _____ to represent
me
Authorized Agent

as agent in seeking approval of the following project(s): _____

—

Signed _____
Property Owner(s)

Date: _____

Signed _____
Authorized Agent

Date: _____

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER
WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS
COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.

PROPERTY PLOT MAP – DRAWING CHECKLIST

The following information must be included on the plot plan. Failure to include all information listed below may cause a delay and/or rejection of your application. The scale used should be a standard scale (1" = 10', 1" = 30', 1" = 40', 1" = 50', 1" = 60', or one of these increased by a multiple of ten, such as 1" = 200', 1" = 2,000'). If the space provided on the Property Plot Map page is not large enough to adequately show all required information, please attach a separate map sheet which includes all required items listed below and listed on the Property Plot Map page:

1. Map should be drawn so that "north" is to the top of the application form. Show the north arrow and the scale of the drawing under the north arrow.
2. The existing parcel boundary or lot lines are to be shown and dimensioned.
3. Calculate the parcel area in square feet or acres.
4. Dimension and identify all EXISTING structures that are to REMAIN or be REMOVED. Locate the existing structures that are to remain by showing their distance from nearest boundary lines.
5. Show the names, locations and existing right-of-way widths of all abutting streets.
6. Show all existing street improvements such as curbs, gutters, sidewalks and paving.
7. Show location and width of all proposed streets or additional street or right of way dedications.
8. Show the location and dimensions of all existing easements for drainage, public utilities and roads.
9. Show and dimension all existing underground structures, such as septic tanks, leach lines, seepage pits, storm drains and wells.
10. Show any important topographic conditions (hills, canyons, water courses, etc.)
11. If commercial and/or industrial structures exist and are to be retained and utilized, show all parking facilities and driveways.