



**CITY OF SANTA CLARITA  
DEVELOPMENT SERVICES DIVISION**

**CERTIFICATE OF COMPLIANCE  
SUBMITTAL REQUIREMENTS**

**Summation of Subdivision Map Act Requirements:**

- Parcels created prior to March 4, 1972, shall be conclusively presumed to have been lawfully created.
- Parcels created on or after March 4, 1972, via a grant of real property (grant deed or similar document) may not comply with the provisions of the Subdivision Map Act.
- A recorded final map, parcel map, official map, lot line adjustment, or an approved certificate of exception shall constitute a certificate of compliance with respect to the parcels of real property described therein.
- Owners of parcels or units of land affected by the provisions of the Subdivision Map Act shall be required to obtain a certificate of compliance or a conditional certificate of compliance pursuant to Section 66499.35 prior to obtaining a permit or other grant of approval for development of the parcel or unit of land.
- No local agency (City of Santa Clarita) shall issue any permit or grant any approval necessary to develop any real property which has been divided, or which has resulted from a division, in violation of the provisions of the Subdivision Map Act.
- Any person owning real property or a vendee of that person pursuant to a contract of sale of the real property may request, and a local agency shall determine, whether the real property complies with the provisions of the Subdivision Map Act and of local ordinances enacted pursuant to the Subdivision Map Act.
- If the City of Santa Clarita determines that the real property complies, a certificate of compliance shall be filed for record.
- If the City of Santa Clarita determines that the real property does not comply with the provisions of the Subdivision Map Act or of local ordinances enacted pursuant to this division, it shall issue a conditional certificate of compliance.
- The City of Santa Clarita may, as a condition to granting a conditional certificate of compliance, impose any conditions that would have been applicable to the division of the property at the time the applicant acquired his or her interest therein.

## STEP 1

### SUBMIT A REQUEST FOR CERTIFICATE OF COMPLIANCE PACKAGE

(Incomplete or inadequate filings will not be accepted)

#### I. Request for Certificate of Compliance Submittal Package Requirements.

Request for Certificate of Compliance application packages shall be submitted at the following location:

Development Services Division Counter  
23920 Valencia Blvd., Suite 302, Santa Clarita, CA 91355

The submittal package shall include the following items:

- A. Completed and signed Entitlement Application Form.
- B. Completed and signed Request for Certificate of Compliance document.
- C. The required processing fee (see fee schedule).
- D. Preliminary title report for the subject parcel (no more than 60 days old).
- E. Assessor map showing the location of the subject parcel.
- F. A copy of the land sales contract for the subject parcel, if applicable.
- G. Proof of access to the subject parcel, if the parcel does not front a public street.
- H. Letter of authorization to sign, if a corporation or partnership owns the subject parcel.

--and--

- A. A copy of the recorded deed that originally created the subject parcel; the parcel must have been originally created prior to March 4, 1972.
- B. **And** a copy of the current owner's recorded grant deed for the subject parcel; the parcel description given in both documents must match.
- C. **And** copies of all recorded deeds showing an unbroken sequence of ownership from the creating deed to the current deed; the parcel description given in all documents must match.

--or--

- A. A copy of an approved and recorded final map, parcel map, official map, lot line adjustment, or an approved certificate of exception.
- B. **And** a copy of the current owner's recorded grant deed for the subject parcel; the parcel description given in both documents must match.

#### **NOTICES:**

- **Failure to produce one of these listed sets of requirements will result in the issuance of a Conditional Certificate of Compliance.**
- **A separate Request for Certificate of Compliance submittal package is required for each parcel.**
- **Four or fewer Request for Certificate of Compliance submittal packages may be processed under one fee, providing the parcels are contiguous.**

## II. Certificate of Compliance Document Requirements.

- A. A copy of the completed, signed, and notarized Request for Certificate of Compliance document.
- B. A copy of the Legal Description for the subject parcel.
  - 1. The legal description shall be titled "Exhibit A," on 8½" x 11" sheet(s).
  - 2. The legal description for each lot shall conclude with the following statement:  
"The above described parcel, known as Assessor Parcel Number \_\_\_\_\_ in the City of Santa Clarita, County of Los Angeles, State of California, is a single parcel containing \_\_\_\_\_ acres of land, more or less."
  - 3. The legal description shall be prepared, signed, and stamped by a person licensed to practice land surveying in the State of California.
- C. A Copy of an Exhibit Map Showing the subject parcel.
  - 1. The exhibit map shall be titled "Exhibit B," "Exhibit Map," on 8½" x 11" sheet(s).
  - 2. The subject parcel shall be shown in its entirety, including the following:
    - a) Assessor Parcel Number.
    - b) Gross and net areas.
    - c) Property lines with dimensions.
  - 3. Names, locations, and widths of all adjoining highways and streets.
  - 4. The exhibit map shall be prepared, signed, and stamped by a person licensed to practice land surveying in the State of California.
- D. A copy of closure calculations with areas clearly identified for the subject parcel.
  - 1. Closure calculations shall be per "closed-traverse method," using metes and bounds from the legal description, and clearly displaying the closure error.
  - 2. Gross and net Lot areas shall be clearly identified.
- E. The original, fully executed, notarized Request for Certificate of Compliance document and recording fees shall be delivered to the Development Services Division at the conclusion of the review/approval process.

## STEP 2

### FINAL APPROVAL AND RECORDATION

#### I. Development Services Division shall:

- A. Review the Request for Certificate of Compliance document.
  1. Multiple reviews may be required prior to receiving final approval.
  2. Additional items may be required prior to receiving final approval.
  3. A Conditional Certificate of Compliance will be issued for parcels deemed not to have been created in compliance with the provisions of the Subdivision Map Act and local ordinances.
- B. Arrange to have the City Engineer sign the Request for Certificate of Compliance document.
- C. Notify the applicant when the Request for Certificate of Compliance document is ready for delivery to the Los Angeles County Recorder for recordation.
- D. Prepare a Recordation Package containing:
  1. Detailed recording instructions.
  2. The completed Request for Certificate of Compliance document.

#### II. Applicant shall arrange to have the Recordation Package delivered to the County Recorder's Office.

- A. Deliver the Request for Certificate of Compliance document and required recording fees to the County Recorder for recordation.
- B. Insure recordation of the Request for Certificate of Compliance document, explicitly per the recording instructions.
- C. Deliver copies of the recorded documents to Development Services Division, explicitly per the recording instructions.

#### NOTICES:

- **A Conditional Certificate of Compliance will be issued for parcels deemed not to have been created in compliance with the provisions of the Subdivision Map Act and local ordinances.**
- **Use only "Official" City of Santa Clarita forms, available at <http://www.santa-clarita.com/cityhall/pw/development/forms.asp>**

**Excerpts taken from the State of California Government Code, cited as the Subdivision Map Act:**

**66412.6. Lawful parcels created before March 4, 1972.**

- (a) For purposes of this division or of a local ordinance enacted pursuant thereto, any parcel created prior to **March 4, 1972**, shall be conclusively presumed to have been lawfully created if the parcel resulted from a division of land in which fewer than five parcels were created and if at the time of the creation of the parcel, there was no local ordinance in effect which regulated divisions of land creating fewer than five parcels.
- (b) For purposes of this division or of a local ordinance enacted pursuant thereto, any parcel created prior to March 4, 1972, shall be conclusively presumed to have been lawfully created if any subsequent purchaser acquired that parcel for valuable consideration without actual or constructive knowledge of a violation of this division or the local ordinance. Owners of parcels or units of land affected by the provisions of this subdivision shall be required to obtain a certificate of compliance or a conditional certificate of compliance pursuant to Section 66499.35 prior to obtaining a permit or other grant of approval for development of the parcel or unit of land. For purposes of determining whether the parcel or unit of land complies with the provisions of this division and of local ordinances enacted pursuant thereto, as required pursuant to subdivision (a) of Section 66499.35, the presumption declared in this subdivision shall not be operative.
- (c) This section shall become operative January 1, 1995.

**66499.34. Local agency withholding of permits and approval; certificates of compliance.**

No local agency shall issue any permit or grant any approval necessary to develop any real property which has been divided, or which has resulted from a division, in violation of the provisions of this division or of the provisions of local ordinances enacted pursuant to this division if it finds that development of such real property is contrary to the public health or the public safety. The authority to deny such a permit or such approval shall apply whether the applicant therefore was the owner of record at the time of such violation or whether the applicant therefore is either the current owner of record or a vendee of the current owner of record pursuant to a contract of sale of the real property with, or without, actual or constructive knowledge of the violation at the time of the acquisition of his or her interest in such real property.

If a city or a county issues a permit or grants approval for the development of any such real property, it may impose only those conditions that would have been applicable to the division of the property at the time the applicant acquired his or her interest in such real property, and which has been established at such time by this division or local ordinance enacted pursuant thereto, except that where the applicant was the owner of record at the time of the initial violation of the provisions of this division or of local ordinances enacted pursuant thereto who, by a grant of the real property created a parcel or parcels in violation of this division or local ordinances enacted pursuant thereto, and such person is the current owner of record of one or more of the parcels which were created as a result of the grant in violation of the division or local ordinances enacted pursuant thereto, then the local agency may impose such conditions as would be applicable to a current division of the property, and except that if a conditional certificate of compliance has been filed for record under the provisions of subdivision (b) of Section 66499.35, only such conditions stipulated in that certificate shall be applicable.

The issuance of a permit or grant of approval for development of real property, or with respect to improvements that have been completed prior to the time a permit or grant of approval for development was required by local ordinances in effect at the time of the improvement, or with respect to improvements that have been completed in reliance upon a permit or grant of approval for development, shall constitute "real property which has been approved for development," for the purposes of subdivision (c) of Section 66499.35, and upon request by the person owning the real property or a vendee of such person pursuant to a contract of sale, the local agency shall issue a certificate of compliance for the affected real property.

**66499.35. Certificate of compliance states compliance with Map Act; conditional certificates of compliance; recorded maps constitute a certificate of compliance; certificate inclusions.**

- (a) Any person owning real property or a vendee of that person pursuant to a contract of sale of the real property may request, and a local agency shall determine, whether the real property complies with the provisions of this division and of local ordinances enacted pursuant to this division. If a local agency determines that the real property complies, the city or the county shall cause a certificate of compliance to be filed for record with the recorder of the county in which the real property is located. The certificate of compliance shall identify the real property and shall state that the division of the real property complies with applicable provisions of this division and of local ordinances enacted pursuant to this division. The local agency may impose a reasonable fee to cover the cost of issuing and recording the certificate of compliance.
- (b) If a local agency determines that the real property does not comply with the provisions of this division or of local ordinances enacted pursuant to this division, it shall issue a conditional certificate of compliance. A local agency may, as a condition to granting a conditional certificate of compliance, **impose any conditions that would have been applicable to the division of the property at the time the applicant acquired his or her interest therein**, and that had been established at that time by this division or local ordinance enacted pursuant to this division, except that where the applicant was the owner of record at the time of the initial violation of the provisions of this division or of the local ordinances who by a grant of the real property created a parcel or parcels in violation of this division or local ordinances enacted pursuant to this division, and the person is the current owner of record of one or more of the parcels which were created as a result of the grant in violation of this division or those local ordinances, then the local agency may impose any conditions that would be applicable to a current division of the property. Upon making the determination and establishing the conditions, the city or county shall cause a conditional certificate of compliance to be filed for record with the recorder of the county in which the real property is located. The certificate shall serve as notice to the property owner or vendee who has applied for the certificate pursuant to this section, a grantee of the property owner, or any subsequent transferee or assignee of the property that the fulfillment and implementation of these conditions shall be required prior to subsequent issuance of a permit or other grant of approval for development of the property.

Compliance with these conditions shall not be required until the time that a permit or other grant of approval for development of the property is issued by the local agency.

- (c) A certificate of compliance shall be issued for any real property that has been approved for development pursuant to Section 66499.34.
- (d) A recorded final map, parcel map, official map, or an approved certificate of exception shall constitute a certificate of compliance with respect to the parcels of real property described therein.
- (e) An official map prepared pursuant to subdivision (b) of Section 66499.52 shall constitute a certificate of compliance with respect to the parcels of real property described therein and may be filed for record, whether or not the parcels are contiguous, so long as the parcels are within the same section or, with the approval of the city engineer or county surveyor, within contiguous sections of land.
- (f) (1) Each certificate of compliance or conditional certificate of compliance shall include information the local agency deems necessary, including, but not limited to, all of the following:
  - (A) Name or names of owners of the parcel.
  - (B) Assessor parcel number or numbers of the parcel.
  - (C) The number of parcels for which the certificate of compliance or conditional certificate of compliance is being issued and recorded.
  - (D) Legal description of the parcel or parcels for which the certificate of compliance or conditional certificate of compliance is being issued and recorded.
  - (E) A notice stating as follows:

This certificate relates only to issues of compliance or noncompliance with the Subdivision Map Act and local ordinances enacted pursuant thereto. The parcel described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local ordinance enacted pursuant thereto. Development of the parcel may require issuance of a permit or permits, or other grant or grants of approval.
  - (F) Any conditions to be fulfilled and implemented prior to subsequent issuance of a permit or other grant of approval for development of the property, as specified in the conditional certificate of compliance.

(2) Local agencies may process applications for certificates of compliance or conditional certificates of compliance concurrently and may record a single certificate of compliance or a single conditional certificate of compliance for multiple parcels. Where a single certificate of compliance or conditional certificate of compliance is certifying multiple parcels, each as to compliance with the provisions of this division and with local ordinances enacted pursuant thereto, the single certificate of compliance or conditional certificate of compliance shall clearly identify, and distinguish between, the descriptions of each parcel.