



City of
SANTA CLARITA
 Engineering Services
 Phone: (661) 286-4060
 www.santa-clarita.com

CERTIFICATE OF COMPLIANCE

Plan Review Checklist

Applicant Contact Information				Project/Case Information	
Name	Mailing Address <i>street# & Name</i>			Master Case #:	Engineering Project No.:
Company	City	State	Zip	Site Address:	APN(s)
Email		Phone:		For City Use Only New Case # COC	

Purpose of Certificate of Compliance: _____

Plan check dates and status

Plan Reviewer: _____ Phone: _____

	Submitted	Returned	Status	Plan Check Notes
#1	_____	_____	_____	_____
#2	_____	_____	_____	_____
#3	_____	_____	_____	_____
#4	_____	_____	_____	_____

Notes: Corrections are required for Circle items
Provide a written response to all plan review comments

Step 1: Request for Certificate of Compliance

General Submittal Requirements:

- Entitlement application form, with owner(s) notarized signature and correct assessor parcel numbers
- Documentation to justify the authorized signatory, if not an individual
- Plan review and records management fees
- The current title report (no more than 90 days old)
- The Owner’s name matches the title report exactly
- The current assessor map(s) for each parcel involved
- Proof of access to the subject parcel, if the parcel does not front a public street
- The recorded deed (prior to March 4, 1972) that originally created the subject parcel
- The recorded deeds (chain of title) from prior to March 4, 1972 to the current owner

Prior to Entitlement, Plan Reviewer will:

- Review chain of title to determine if the parcel is eligible for a Certificate of Compliance.
- Review with Planning to obtain conditions for approval or unconditional approval.
- Send request to GIS to Incorporate Certificate of Compliance feature into shapefile with Case No. as an attribute

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Step 2: When entitled, submit Certificate of Compliance

General Submittal Requirements:

- The current “Certificate of Compliance” form (current form) from the City’s website is being used
- The correct case number (COC) is included on the cover page (or space is available to write it in)
- The correct APN(s) are included on the second page
- The owners’ name(s) matches the title report or latest recorded grant deed exactly
- Entitlement conditions, if any, from Step 1 have been satisfied

Note: Owner(s) notarized signatures are not required until the Certificate of Compliance is approved by the plan reviewer

Legal Description (Exhibit A) and Sketch (Exhibit B) requirements:

- Both exhibits are sealed by a person licensed to perform land surveying in the State of California
- The correct header information is included on the exhibits (as provided on the current form)
- The legal description is clear and concise and is without ambiguity *
- The legal description is technically correct and without typographical errors *
- Copies of all record information referenced in the legal description is provided
- Record information in Exhibit A is shown on Exhibit B
- The data written in Exhibit A matches the data shown on Exhibit B
- Closure calculations are provided for the described areas, and show acceptable closure errors *
- Closure calculation match the data shown on Exhibit B *
- Pages are numbered for multi-page legal descriptions
- Sheets are numbered for multi-sheet sketches
- The sketch includes a correct scale (bar scale), north arrow, and legend, if applicable

* These Items may not be required if the legal description is identical to the legal description that was used prior to March 4, 1972.

After “Certificate of Compliance Approval”

- Applicant: obtain notarized signatures from the owner(s); obtain signatures and seals from the Professional Land Surveyor on the approved Certificate of Compliance; and provide the original documents to the plan reviewer
- Plan Reviewer: route for internal approval and obtain signature from the City Engineer/Surveyor
- Plan Reviewer: notify applicant that the Certificate of Compliance is ready to be picked up and recorded
- Applicant: record the Certificate of Compliance with the Los Angeles County Recorder’s Office
- Applicant: return original document to the plan reviewer (original goes to the City Clerk’s Office)
- Plan Reviewer: confirm the COC shape, with the case number as an attribute, is included in GIS
- Plan Reviewer: purge the paper files completely
- Plan Reviewer: change the case status to “archived”, and enter “Inst No.” and “Date Recorded” in Tidemark