



## CERTIFICATE OF COMPLIANCE APPLICATION

**I. INTRODUCTION:** Lots in the City which were created without going through the Subdivision Map process as required by the Subdivision Map Act, are shown on the Tax Assessor's maps as "dash line" parcels. State law requires that Certificates of Compliance be recorded for these lots before building permits can be issued for any project on the property. This is required whether or not the current owner and/or building permit applicant owned the property at the time it was subdivided or had knowledge of the subdivision action. The Certificate of Compliance is recorded so that you and any future buyers of your property will know that the lot lines have been approved by the City in the manner required by law.

This guide and the attached form identify the information needed to record a Certificate of Compliance. You are also encouraged to contact the Planning Department at 790-8881, if you have any questions about the process.

**II. APPLICATION REQUIREMENTS:** The following items are required to be submitted to the Planning Department when applying for a Certificate of Compliance:

- A. **Application for Certificate of Compliance** (form attached) - This includes information about the property, and requires original signature(s) of current property owners.
- B. **A copy of the Grant Deed** - a certificate cannot be processed without the complete and accurate legal description contained in this document.

### **III. PROCESSING YOUR APPLICATION:**

- A. **Application Submittal.** After you have obtained a copy of the Grant Deed, bring your application with the required fee to the Planning Department. You will receive a certificate application number and a receipt.
- B. **Staff Review of Application and Materials.** Planning Staff will review the application and either make a determination, or request further information.
- C. **Recording the Certificate.** After review of the application materials, a Certificate of Compliance or a Conditional Certificate of Compliance will be processed by the City and forwarded to the Los Angeles County Recorder. When the recorded document is returned to the Planning Department by the County Recorder, a copy will be sent to you.

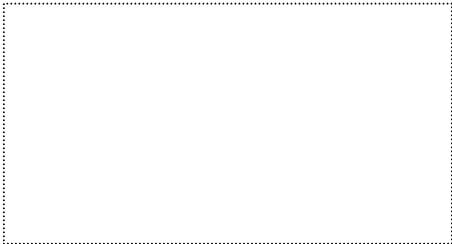
**IV. FEE:** The current fee schedule for a Certificate of Compliance request is.

Application Fee:       \$400.00



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Office Use Only  
  
**C of C#**



The undersigned is/are the owner(s) of record, the vendee of such owner(s) under a contract of sale, or their authorized representative(s), of the following real property:

Address: \_\_\_\_\_

Legal Description: **ATTACH COMPLETE COPY OF GRANT DEED** APN# \_\_\_\_\_

Is there a residence on the property: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of original construction: \_\_\_\_\_ Size of parcel (square feet): \_\_\_\_\_

I/we hereby request the City of La Canada Flintridge to issue a Certificate of Compliance for such real property. I/we understand and agree that by making such request the City of La Canada Flintridge will not undertake an investigation of the history of such real property, but will assume that the real property does not currently comply with the provisions of the Subdivision Map Act of the State of California and the Subdivision Ordinance of the City of La Canada Flintridge.

I/we further understand and agree that issuance of a Certificate of Compliance for such real property will put such real property in compliance with all applicable provisions of the Subdivision Map Act and the City's Subdivision Ordinance as of the date of issuance only, and shall not be deemed a waiver of any other right of the City, including but not limited to the right to enforce zoning and building laws whether for existing conditions or proposed development.

I/we further understand and agree that as a condition of issuance of the Certificate of Compliance, the City may require certain conditions to be met prior to the issuance of a building permit or other approval for development by the City, and that such conditions will be included on the Certificate which is recorded.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner(s) of Record**

**Agent**

Names: \_\_\_\_\_

Names: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_