

CERTIFICATE OF COMPLIANCE INFORMATION AND CHECKLIST

What is a "Certificate of Compliance"?

A certificate of compliance is a legal document (authorized by Government Code Section 66499.35) which, when issued and recorded, provides official notice that the County considers one or more existing parcels to be **legally created**. It may be approved or issued subject to meeting specified conditions. It does not necessarily mean that a parcel is suitable for development. A recorded parcel map or final map (**not** a record of survey) constitutes a certificate of compliance for the parcels shown thereon.

Why would somebody want one?

A certificate of compliance may be necessary or desirable to sell a parcel, to obtain title insurance, for financing purposes, for estate planning, or to correct a violation of subdivision laws. It can be requested for the sole purpose of obtaining official notice that the County considers one or more parcels to be legally created. (Note: The certificate of compliance procedure must not be used to circumvent the requirements of the State Subdivision Map Act and County Subdivision Ordinance; that is, the certificate of compliance procedure is used to recognize existing parcels, not to create new parcels.)

Who can request it?

Any person owning real property, or a buyer of real property pursuant to a contract of sale, may request that the County issue a certificate of compliance for the property.

Application Procedures

1. Discuss your request with the Planning Division staff.
2. Submit the following to the Planning Division:
 - a. Completed application form.
 - b. Reason for requesting the Certificate of Compliance, **original plus three copies**.
 - c. Current (no older than one month) preliminary title report for each parcel.
 - d. Legal description for each parcel.
 - e. Information (as deemed necessary by staff) which demonstrates the legal creation of each parcel and that each parcel is still a separate legal parcel. This is normally done by supplying a complete chain of title. In the case of violations, submit information documenting the violation.
 - f. Appropriate fees.
 - g. Assessor's Page(s) showing each parcel for which the certificate is requested.



Shasta County

DEPARTMENT OF RESOURCE MANAGEMENT
1855 Placer Street, Redding, CA 96001

PUBLIC INFORMATION/PROJECT ASSISTANCE

The Staff from the Shasta County Department of Resource Management is available to review and discuss questions relating to land use matters such as zoning, general plans, land divisions and use permits. The Department staff has copies of various County codes and regulations plus related maps which can be referred to. Furthermore, the staff is happy to assist individuals with filing applications and to provide help in the processing of permit requests.

When seeking information regarding a potential development, it is advisable to furnish a detailed description of what is intended, the timing of the particular use, and an assessor's parcel number(s) of the property on which the use will occur. Such information will help ensure a faster and more complete response from the Department than might otherwise result.

After review of a proposed project, it is sometimes necessary to inform applicants that a particular project being suggested, either because of its location or design, does not satisfy County development criteria and, therefore, cannot be recommended for approval. In these situations, the staff endeavors to work with applicants to suggest either alternative development sites or modifications in site development plans that would be consistent with County standards.

The Department Director and staff welcome suggestions that may add greater efficiency to our review and processing of proposed development projects. The Department's objective is to provide efficient and courteous service to all citizens and property owners seeking our assistance.

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