



# CERTIFICATE OF COMPLIANCE APPLICATION AND INFORMATION OUTLINE

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This outline provides you with information on how to apply for a Certificate of Compliance. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **Certificate of Compliance Application**. Should you have any questions, please contact the Planning Division at (760) 369-6575 x317. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Dr. off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at:

<http://www.yucca-valley.org/departments/planning.html>

## What is a Certificate of Compliance?

The purpose of a Certificate of Compliance is to provide landowners and subsequent purchasers with a record of the Town's determination that a parcel was legally created. This process is governed by the State Subdivision Map Act (Government Code Section 66499.35). Although a Certificate of Compliance certifies the legality of the parcel, it neither ensures that it is a buildable parcel, nor entitles the parcel owner a construction permit or other development permits or approvals. To obtain a construction permit or other land use approval for the parcel, the owner must complete the appropriate application process and meet all existing regulations. If the Town determines that the parcel was created in compliance with the provisions of the Subdivision Map Act and local ordinances at the time of its creation, a Certificate of Compliance is issued. If the parcel was not created in compliance with those provisions, a Conditional Certificate of Compliance is issued. The conditions which must be satisfied before issuance of any permit or other approval will typically be the same as those that would have been applied if the parcel had been legally created using the land division process.

A completed application form signed by all involved property owners, plat maps, proposed and existing legal descriptions, certificate of compliance and fees must be submitted.

Town of Yucca Valley  
Community Development Department  
Planning Division  
58928 Business Center Dr  
Yucca Valley, CA 92284  
760 369-6575 Fax 760 228-0084  
[www.yucca-valley.org](http://www.yucca-valley.org)

## Who reviews a Certificate of Compliance?

Certificate of Compliance Applications are reviewed and approved by staff. Upon a determination by staff that the proposed Certificate of Compliance meets all the requirements of approval or conditional approval, the Town will forward the Certificate of Compliance to the San Bernardino County Recorder for recordation.

**It is the property owners' responsibility to record revised grant deeds for each new parcel created to perfect such new parcel(s).**

Should you have any questions or need assistance in filling out the application, please contact the Community Development Department at (760) 369-6575, Monday thru Thursday 7:30 am to 12:00 pm and 1:00 pm to 5:30 pm.



# CERTIFICATE OF COMPLIANCE

Date Received \_\_\_\_\_  
By \_\_\_\_\_  
Fee \_\_\_\_\_  
Case # \_\_\_\_\_

## General Information

**APPLICANT** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**REPRESENTATIVE** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PROPERTY OWNER** \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Project Information

Request \_\_\_\_\_

Address of Subject Property \_\_\_\_\_

Assessor's Parcel Number \_\_\_\_\_

Existing Parcel Sizes \_\_\_\_\_

Proposed Parcel Sizes \_\_\_\_\_

Zoning Designation \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

Applicant Signature \_\_\_\_\_

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RECORDING REQUESTED BY:  
**Town of Yucca Valley**

AND WHEN RECORDED MAIL TO  
**Town of Yucca Valley**  
**ATTN: PLANNING**  
Community Development Dept.  
58928 Business Center Drive  
Yucca Valley, CA 92284

*This Space for Recorder's Use*

**TOWN OF YUCCA VALLEY  
OF THE COUNTY OF SAN BERNARDINO  
STATE OF CALIFORNIA**

**CERTIFICATE OF COMPLIANCE  
NO.:**

**APN:** \_\_\_\_\_

**Property Owner (s)** \_\_\_\_\_

Pursuant to Section 66499.35 of the Government Code of the State of California, the Town of Yucca Valley hereby declared that a finding has been made that the following described real property complies with the California Subdivision Map Act and local ordinances pursuant to that act. This finding does not supersede, modify, or affect any requirements or provisions of the Town of Yucca Valley Code pertaining to zoning regulations.

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.

ALL OF THAT CERTAIN REAL PROPERTY SITUATED WITHIN THE INCORPORATED AREA OF THE TOWN OF YUCCA VALLEY, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

SEE EXHIBIT "A" & "B" ATTACHED HERETO AND MADE PART HEREOF

Prepared By \_\_\_\_\_ PE/LS. No. \_\_\_\_\_

Printed Name \_\_\_\_\_ Expir. Date \_\_\_\_\_

\_\_\_\_\_  
Printed or Typed Property Owner as listed in Title Report

\_\_\_\_\_  
Owner-Signature & Title

\_\_\_\_\_  
Owner – Signature & Title

\_\_\_\_\_  
Owner Printed or Typed Name & Title

\_\_\_\_\_  
Owner Printed or Typed Name & Title

Town of Yucca Valley:

\_\_\_\_\_  
SHANE R. STUECKLE, Deputy Town Manager

Date: \_\_\_\_\_

ATTACH PROPER NOTARIZATION OF OWNER'S SIGNATURE

## Owner/Applicant Authorization

**Applicant/Representative:** I/We have reviewed this completed application and the attached material. The information included with this application is true and correct to the best of my/our knowledge. I/We further understand that the Town may not approve the application as submitted, and may set conditions of approval. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. Additional fees may be required depending on additional administrative costs

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Owner:** I/We certify that I/We are presently the legal owner(s) of the above described property (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form). Further, I/We acknowledge the filing of this application and certify that all of the above information is true and accurate. I/We understand that I/We are responsible for ensuring compliance with conditions of approval. I/We hereby authorize the Town of Yucca Valley and or/its designated agent(s) to enter onto the subject property to confirm the location of existing conditions and proposed improvements including compliance with applicable Town Code Requirements. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. Additional fees may be required depending on additional administrative costs. I am hereby authorizing

Name: \_\_\_\_\_

to act as my agent and is further authorized to sign any and all documents on my behalf.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

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**Agreement to Pay All Development Application Fees**

In accordance with Town Council Resolution 04-38 the Town collects certain fees based on the actual cost of providing service. The application deposit for this project (as indicated below) may not cover the total cost of processing this application. I/We are aware that if the account has 25% or less remaining prior to completion of the project, staff will notify the undersigned in writing, of the amount of additional deposit required to complete the processing of the application, based on Staff's reasonable estimate of the hours remaining to complete this application process.

Further, I understand that if I do not submit the required additional deposit to the Town within 15 business days from the date of the letter, staff may stop processing of the application and/ or not schedule the project for action by the Planning Commission or Town Council.

Any remaining deposit will be refunded to me at time of closeout after I have submitted any required approved project plans and forms, including signed conditions of approval, or upon my written request to withdraw the application.

As the applicant, I understand that I am responsible for the cost of processing this application and I agree that the actual time spent processing this application will be paid to the Town of Yucca Valley

Deposit Paid: \$ \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicants Name \_\_\_\_\_  
(Please print)

**Any and all remaining funds shall be returned to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Submittal Requirements

Listed below are the general requirements that are to be submitted with Certificate of Compliance applications. In some cases additional requirements will be necessary depending on the request.

YES NO N/A

- |                          |                          |                          |    |   |
|--------------------------|--------------------------|--------------------------|----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. | One copy of completed Certificate of Compliance Application. All owners must sign the Application Certificate. The notarized power of attorney must contain the names of all owners.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. | One signed and dated copy of the "Hazardous Waste Site Certification", signed by all owners.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. | One original property plot map of the property. (Refer to attached map and checklist for requirements.) Map must be drawn on Property Plot sheet provided.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. | One copy of Preliminary Title report no more than 60 days old for each lot or parcel.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. | One copy of new legals describing each lot or parcel being created.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. | If either the Grantor or Grantee is a Corporation, Partnership or Fictitious Firm: On 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. | If the property has been surveyed by a Licensed Land Surveyor or Civil Engineer, submit one copy of the survey map.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. | Plot/Site Plan indicating the following:  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | North Arrow   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | Scale preferably 1"=20', 1"=30' or 1"=40' (or best fit)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | Vicinity Map  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | Location with names of streets and recorded easements on property   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | Dimension of property lines and/or project boundary   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | Location, size and use of all existing and proposed buildings, including dimensions, square footage, distance from property lines and building separations  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | Location of existing or proposed fencing  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | Assessor's Parcel Numbers of adjacent properties  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | Existing land uses of adjacent properties   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |    | Location and dimensions of all parking spaces, and illustration of traffic circulation  |

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## Hazardous Waste and Substance Sites

Government Code Section 65962.5 requires each applicant for any development project to consult the State List of Hazardous Waste and Substance Sites. Based upon the list, the applicant/representative is required to submit a signed statement to the Town of Yucca Valley indicating whether the project is located on a site which is included on the list before the Town accepts the application as complete. If the project is listed by the State as a hazardous waste or substance site, the applicant must fully describe on the "Environmental Information Form" the nature of the hazard and the potential environmental impact. Attached is a standard statement for the applicant to sign.

The State list of Hazardous Waste and Substance Sites (which is annually updated) may be reviewed at the following web site address:

[http://www.dtsc.ca.gov/SiteCleanup/Cortese\\_List.cfm](http://www.dtsc.ca.gov/SiteCleanup/Cortese_List.cfm)

Attachment: Hazardous Waste Site Statement





## HAZARDOUS WASTE SITE STATEMENT

I have been informed by the Town of Yucca Valley of my responsibilities, pursuant to California Government Code Section 65962.5, to notify the Town as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site by the Office of Planning and Research, State of California (OPR).

I am informed and believe that the proposed site, for which a development application has been submitted, is not within any area specified in said Section 65962.5 as a hazardous waste site.

I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant/Representative printed name

\_\_\_\_\_  
Applicant/Representative signature

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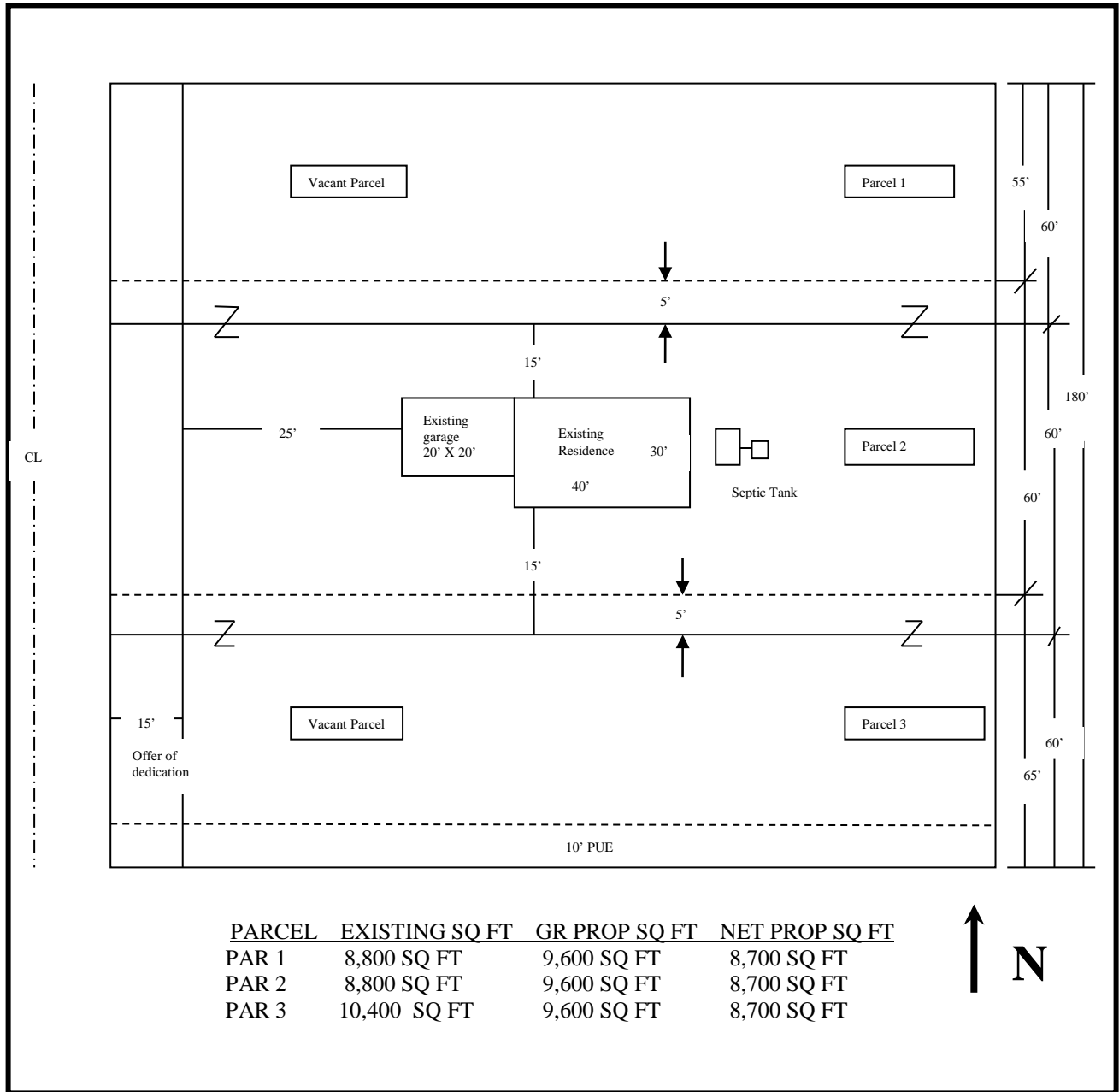
## Property Plot Map Checklist

The Property Plot Map must be drawn on the sheet provided in this application packet. This sheet consists of two sections. The upper map portion is to include your drawing, in black ink, at an accurate scale appropriate to show all the details of your proposed lots. The scale you use should be a standard engineering scale ( 1 inch equals 10 feet, 20 feet, 30 feet, 40 feet, 50 feet or 60 feet) or one of these increased by a multiple of ten (e.g. 1 inch equals 20 feet, 200 feet or 2,000 feet) so that the parcel fits neatly within the space provided. (See attached sample property plot map as a guide.)

### MAP PORTION

1. Map should be drawn so that “north” is to the top of the Property Plot Map Form. Write the scale of the plot map under the north arrow provided.
2. Delineate the location and dimension the lengths and widths of the following:
  - A. Existing property lines for each lot or parcel. Existing lot lines that will not remain should be shown as a dashed line with appropriated property “hooks” to show land consolidations.
  - B. Revised lot lines proposed by this application to create new or revised lots.
  - C. Existing right of ways for all abutting streets. Also include names.
  - D. Any new right of way dedication shall be shown. Actual dedication shall be made by a separate instrument.
  - E. Existing street and drainage improvements including curbs, gutters, sidewalks and paving widths.
  - F. All existing and proposed easements for drainage, public utilities, access or encroachments.
  - G. All underground structures including septic tanks, leach lines, seepage pits, storm drains and wells.
  - H. All existing structures. In addition to dimension of structures, indicate the distances between structures and between each structure and the nearest existing or proposed property line. Also indicate the use of each structure and any that are to be removed.

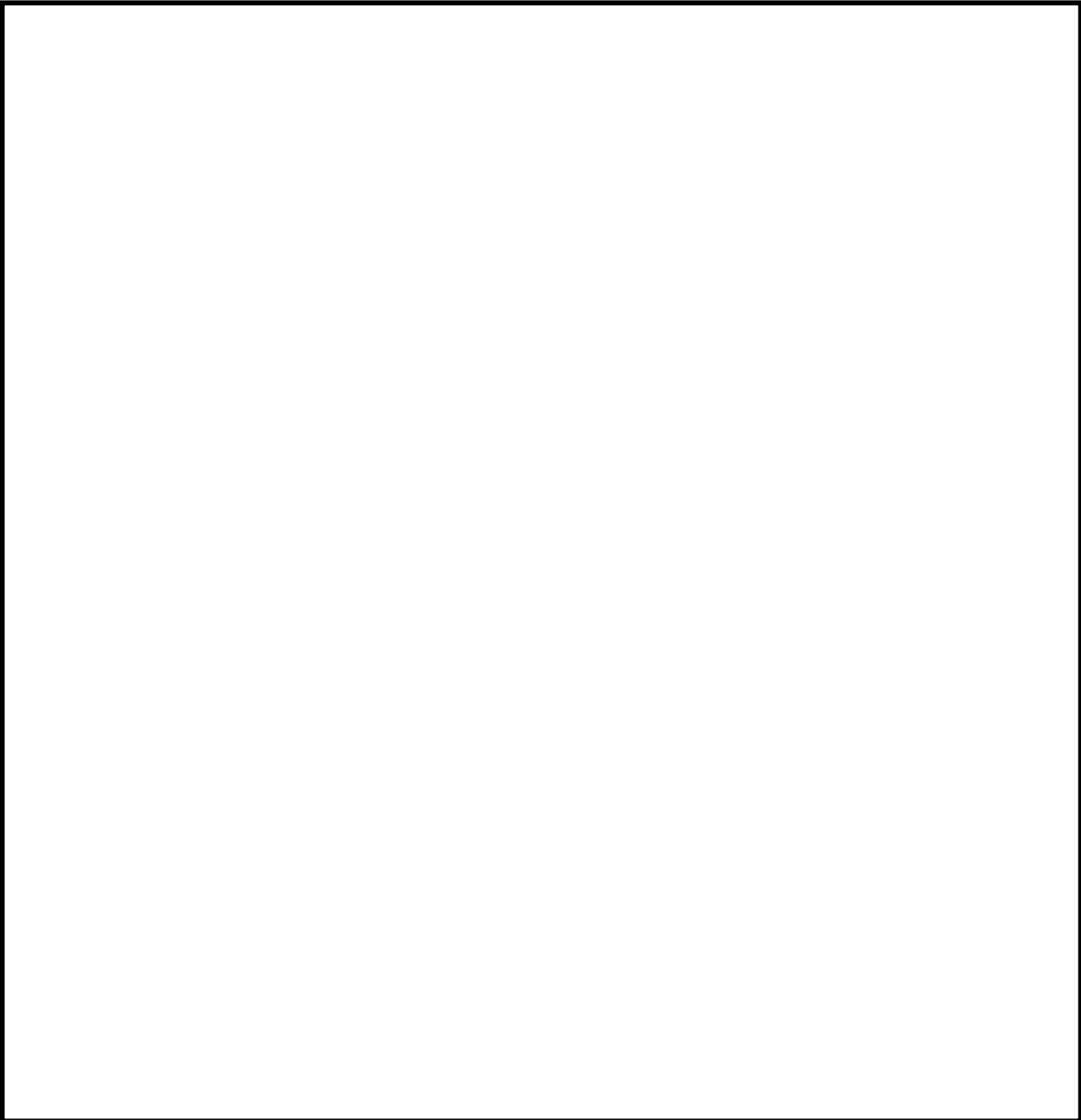
# SAMPLE PROPERTY PLOT



PARCEL	EXISTING SQ FT	GR PROP SQ FT	NET PROP SQ FT
PAR 1	8,800 SQ FT	9,600 SQ FT	8,700 SQ FT
PAR 2	8,800 SQ FT	9,600 SQ FT	8,700 SQ FT
PAR 3	10,400 SQ FT	9,600 SQ FT	8,700 SQ FT



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INFORMATION PORTION:

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ASSESSOR PARCEL NUMBERS: \_\_\_\_\_

EXISTING # OF LOTS \_\_\_\_\_ PROPOSED # OF LOTS \_\_\_\_\_

TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_ SECTION \_\_\_\_\_ NW NE SW SE  
CIRCLE ONE