



City of Temecula
41000 Main Street
Temecula, California 92590
PHONE: (951) 694-6444
FAX: (951) 694-6477

Certificate of Compliance

Introduction

This handout summarizes Temecula's Certificate of Compliance requirements. Certificate of Compliance processing procedures are specified in section 16.45.060 of the Subdivision Ordinance.

What is the Purpose of a Certificate of Compliance?

The purpose of a Certificate of Compliance is to provide a means for conferring legal status to parcels of land which were not created by legal means.

When is a Certificate of Compliance required?

A Certificate of Compliance is required for parcels of land which do not have a final tract map, final parcel map, official map, or an approved certificate of exception, which establishes legal status for the parcels.

How do I apply for a Certificate of Compliance?

Call the Public Works Department, (951) 694-6444, to schedule an application submittal appointment. City staff will meet with you within 1 to 2 working days to review your application materials for completeness.

What are the Criteria for Approval?

The Director of Planning shall issue a Certificate of Compliance or a Conditional Certificate of Compliance. The determination is based on the following criteria:

- A Certificate of Compliance shall be issued for any parcel created prior to March 4, 1972, provided that:
- The parcels resulted from a division of land in which fewer than five (5) parcels were created, and

- At the time of creation of parcels, there was no local ordinance regulating the division of land.
- A Certificate of Compliance shall be issued for any real property which has been approved for development pursuant to Section 66499.34 of the Government Code.
- A Certificate of Compliance or a Conditional Certificate of Compliance shall be issued for any parcel which does not, or at the time of creation did not, comply with the provision of state or local ordinances regulating the division of land. A Conditional Certificate of Compliance may include the following conditions:
 - If the subdivider was not the owner of record at the time of the initial land division, the conditional Certificate of Compliance may impose conditions, which would have been applicable to a division of land on the date the subdivider acquired the property.
 - If the subdivider was the owner of record at the time of the initial land division and currently owns one or more of the parcels involved in the land division, the Conditional Certificate of Compliance may impose conditions which would be applicable to a current division of land.
- The City shall file, or, at the applicant's request, a title company may file, the completed Certificate of Compliance or Conditional Certificate of Compliance with the Riverside County Recorder's Office.

Where can I review the Temecula General Plan, Subdivision Ordinance, and Development Code?

These documents are available for review at the Public Works Department and on the web at TemeculaCA.gov

SUBMITTAL CHECKLIST

APPLICANT ✓	STAFF ✓	# OF COPIES	SECTION	REQUIRED ITEMS
				Detailed instructions for each section can be found in this packet. Incomplete applications will not be accepted. Use this checklist to make sure all requirements are fulfilled.
		1	A	Completed application, signed application, and filing fee
		2	B	Completed Certificate of Compliance form
		2	C	Site Plan
		2	D	Current Owners Grant Deeds and all supporting documents
		2	E	Revised Owners Grant Deeds and all supporting documents
		2	F	Current Owners Preliminary Title Report and all supporting documents (dated within thirty days of submitted application)
		2	G	Map and copies of Deeds of all other property owned by the applicant that is contiguous to the subject property
		2	H	Documentation of Recorded Access to the subject property
		2	I	Documentation showing the subject parcel as a separate parcel
		2	J	Legal description – Exhibit “A”
		2	K	Plat map – Exhibit “B”
BEFORE SUBMITTING PLEASE REMEMBER				
<p>Fees: Fees will be required to submit your application. Visit TemeculaCA.gov/fees for fee information. Please contact an Engineer at 951-694-6444 to obtain fees prior to your submittal. We suggest that you bring an additional check in-case your scope of work requires additional fees. Additional fees may be required while your application is being processed (for outside agencies, additional permitting requirements, etc...).</p> <p>Appointment: Prior to your submittal, please contact the Public Works – Land Development to schedule an appointment at 951-694-6444.</p>				

SECTION A**APPLICATION****PROJECT INFORMATION**

Project Title

Project Description/Use

Street Address(es)

Assessor's Parcel No(s)

Lot(s) & Parcel(s)

Legal Description

General Location

ADDITIONAL PROJECT INFORMATION

Gross Acreage

Net Acreage

Zoning

General Plan

Related Cases

APPLICATION CONTINUED ON NEXT PAGE →**FOR STAFF USE**

PLANNING APP. NO.

DATE STAMP

REC'D BY

APPLICANT/REPRESENTATIVE

First Name	Middle Initial	Last
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Street Address

City	State	Zip	Phone
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E-mail

PROPERTY OWNER

First Name	Middle Initial	Last
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Street Address

City	State	Zip	Phone
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E-mail

SIGNATURES AND CERTIFICATIONS

I certify under the penalty of perjury of the laws of the State of California that all the information provided in this application is true and correct. My signature also authorizes the City of Temecula, its staff and agents to seek information and conduct an investigation, including, but not limited to, a records check of prior convictions, into the truth of the statements set forth in the application and my qualifications for the permit. I further understand that an incomplete application will result in delays to the processing of my application.

Applicant's Signature →	Date
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I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner's First Name (Printed)	Owner's Last Name
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Owner/Authorized Agent Signature →	Date
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NOTE

Written authorization from the legal property owner(s) is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

Multiple parcels will require authorization from each property owner.

This certificate **relates only to issues of compliance or non-compliance** with the Subdivision Map Act and local ordinances enacted pursuant to thereto. The parcel described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local ordinances enacted pursuant thereto. Development of the parcel may require issuance of a building permit or permits, or other grant or grants of approval.

SECTION B

CERTIFICATE OF COMPLIANCE FORM

- Provide a complete Certificate of Compliance form (attached)
- A certificate of compliance number (Public Works Application) number will be provided after the initial review

SECTION C

SITE PLAN CONTENT

- Site plan shall be drawn to scale (1" = 10', etc.)
- Show graphic scale, north arrow
- Lot lines shall indicate bearings and distances.
- Metes and bounds
- Show gross and net area (acres/sq. ft.)
- Show location, right-of-way width and name of all adjacent streets and show legal access to the property.
- Show location and use of all structures, easements and septic systems on the property.
- Show location of all setbacks on siteplan.
- Provide vicinity map showing distance to nearest street corner.
- Provide Assessor's Parcel Number.
- Name, Address, and phone number of property owner and map preparer. A registered Civil Engineer or Licensed Land Surveyor shall stamp and sign exhibit(s).

SECTION D/E

CURRENT AND REVISED OWNER GRANT DEEDS

- Provide current and revised owner grant deeds and all supporting documents

SECTION F

CURRENT OWNERS TITLE REPORT

- Provide current and revised owner's preliminary title report (dated within **thirty days** of submitted application and all supporting documents)

SECTION G

MAPS & DEEDS

- Provide maps and copies of Deeds of all other property owned by the applicant that is contiguous to the subject property

SECTION H

RECORDED ACCESS

- Provide documentation of Recorded Access to the subject property

SECTION I

DOCUMENTATION SHOWING SUBJECT PARCEL AS SEPARATE PARCEL

Documentation shall be based on the following:

- Grant deeds must have been recorded between June 9, 1977 and June 8, 1978 or prior to March 2, 1972.
- Parcels of four (4) acres or less: documents dated prior to July 14, 1971.
- Parcels greater than 4 acres, but less than 60 acres: documents dated prior to March 4, 1972.
- Parcels greater than 60 acres: documents dated prior to June 6, 1977.
- Contiguous held property of multiple parcels: documents dated prior to June 6, 1977.

SECTION J

LEGAL DESCRIPTION – EXHIBIT “A”

- Type on plain white paper, 8 ½ x 11 inches, single-spaced with one-inch margins at the top, sides and bottom.
- Label as Exhibit “A” (attached).
- The legal description shall be reproducible so as to yield a legible copy that must clearly indicate the individual parcel or parcels for which the certificate is requested.
- Submit two copies of the legal description if the application is in conjunction with a waiver of final map.

SECTION K

PLOT MAP – EXHIBIT “B”

- Show all existing lot lines.
- Label as Exhibit B (attached).
- Show point of beginning and the true point of beginning.
- Lot lines shall indicate bearings and distances.
- Provide licensed land surveyor or registered civil engineer signature and seal.

Recording Requested By
City of Temecula
 When Recorded Mail Original
 To:

City of Temecula
 Public Works
 Department
 41000 Main Street
 Temecula, CA 92590

Return Copy To:

THIS SPACE RESERVED FOR USE BY THE COUNTY RECORDER

CERTIFICATE OF COMPLIANCE NO. _____

Record Owner(s) (printed or typed)	Assessor's Parcel Number(s) of affected Parcel(s)	Final Map and Lot Numbers

For Legal Description of Map and Parcel(s) in Compliance see Exhibits "A" and "B" attached hereto

Signature(s) of Record
 Owner(s) or Official
 Representative thereof

PLANNING DEPARTMENT USE ONLY

The parcel(s) described herein by Exhibits "A" and "B" is in Compliance with the Subdivision Map Act Chapter 7, Section 66499.35 and all local ordinances enacted pursuant thereto.

This Certificate of Compliance No. _____ is hereby approved.

Date _____

City of Temecula

By: _____
 Luke Watson, Director of Community Development

Attest: _____
 Randi Johl, City Clerk

Attach Appropriate Notary Acknowledgement Form(s) for all signatures

EXHIBIT A - LEGAL DESCRIPTION OF ADJUSTED PARCELS
CERTIFICATE OF COMPLIANCE NO. _____

EXHIBIT B - MAP
CERTIFICATE OF COMPLIANCE NO. _____

INSERT NOTARY ACKNOWLEDGEMENT HERE
(<http://notary.cdn.sos.ca.gov/forms/notary-ack.pdf>)