



**PUBLIC WORKS DEPARTMENT L
AND DEVELOPMENT DIVISION**

14177 Frederick Street * P.O. Box 88005 * Moreno Valley, CA 92552-0805

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C. OF C. NUMBER: _____

CERTIFICATE OF COMPLIANCE APPLICATION

Municipal Code 9.14.160(A)(1) states: *“A certificate of compliance is issued when the real property is in compliance with the Subdivision Map Act and this chapter.”* **Municipal Code 9.14.160(A)(2) states:** *“A conditional certificate of compliance is issued when the city engineer determines that the property was divided in violation of the Subdivision Map Act or this chapter.”*

PROPERTY DATA INFORMATION

PROJECT DESCRIPTION / USE (ATTACH ADDITIONAL DOCUMENTS IF NEEDED): _____

APN: _____ LEGAL DESCRIPTION (MAP / LOT): _____

PROPERTY ADDRESS: _____

GENERAL LOCATION: _____

GROSS ACREAGE: _____ NET ACREAGE: _____ ZONING: _____

RELATED CASES: _____

PROPERTY OWNER INFORMATION

OWNER' NAME(S): _____

MAILING ADDRESS: _____

PHONE #: _____ EMAIL: _____

APPLICANT INFORMATION

NAME: _____ CONTACT: _____

MAILING ADDRESS: _____

PHONE #: _____ FAX #: _____ EMAIL: _____

I CERTIFY THAT ALL FILING REQUIREMENTS HAVE BEEN SATISFIED FOR MY APPLICATION.

APPLICANT'S SIGNATURE: _____

DATE APPLIED: _____

PROPERTY OWNER(S) CERTIFICATION

I THE UNDERSIGNED, HEREBY CERTIFY THAT:

- 1) I AM THE PROPERTY OWNER OF THE PROPERTY LISTED IN THIS APPLICATION;
- 2) I DO HEREBY AUTHORIZE AND CONSENT TO THE FILING OF THIS APPLICATION;
- 3) I DO HEREBY UNDERSTAND THAT IN ORDER TO BE APPROVED, THE FOLLOWING CRITERIA MUST BE MET:
 - ✓ ALL PARCELS INVOLVED MUST MEET THE MINIMUM LOT SIZE REQUIREMENTS FOR THE APPLICABLE GENERAL PLAN ZONING;
 - ✓ ALL PARCELS MAY NOT BE LEFT IN SUBSTANDARD CONDITION IN FRONTAGE, LOT AREA OR GEOMETRY UNLESS A VARIANCE HAS BEEN GRANTED BY THE PLANNING COMMISSION;
 - ✓ CONSTRUCTION OF ANY MISSING PUBLIC IMPROVEMENTS SHALL BE REQUIRED FOR PARCELS WITH EXISTING STRUCTURES PER MUNICIPAL CODE 9.14.160(C)(2);
- 4) I DO HEREBY UNDERSTAND THAT THE CITY ENGINEER MAY REQUIRE A RECORD OF SURVEY;

OWNER'S SIGNATURE: _____ DATE: _____

NOTE: AN AUTHORIZED AGENT MUST ATTACH A NOTARIZED LETTER OF AUTHORIZATION FROM THE LEGAL PROPERTY OWNER.

FIRST SUBMITTAL REQUIREMENTS

- Completed & wet signed application w/ processing fee (per current fee schedule);
- The current Grant Deed & all supporting documentation showing the subject property as a separate parcel;
- The current Title Report (less than 30 days) listing owner/trustee for each affected parcel, easement(s) and right-of-way dedications;
- A copy of the legal description (**Exhibit "A"**);
 - Label additional sheets for actual legal description as "**Exhibit A**";
 - Licensed Land Surveyor or Registered Civil Engineer's wet signature and seal;
- A copy of the Legal Plat (**Exhibit "B"**) which shall include, but not be limited to:
 - North arrow, engineer's scale bar, vicinity map & legend;
 - APN and acreage (gross/net) for the affected parcel & adjacent parcels;
 - Location, right-of-way width and name of all adjacent streets & legal access to the property;
 - Location and use of all existing structures, easements & septic systems on the property;
 - Distances between buildings and proposed lot lines;
 - Surrounding parcel and/or tract numbers shall be ghosted in;
 - All lot lines must have bearings & distances as well as metes & bounds;
 - Licensed Land Surveyor or Registered Civil Engineer's wet signature and seal;
- Proof of authority to sign on behalf of the business (i.e. power of attorney, articles of incorporation, operating agreement, corporate resolution, etc.), if applicable.