

# CERTIFICATE OF COMPLIANCE

## APPLICANT'S GUIDE TO PROCEDURES

### **WHAT IS A CERTIFICATE OF COMPLIANCE?**

Any person owning real property or a vendee of such person pursuant to a contract of sale of such real property may request that the Zoning Administrator determine whether the real property complies with the provisions of the Subdivision Map Act and of County ordinances enacted pursuant thereto. If the Zoning Administrator determines the division of the property complies with applicable provisions of the Subdivision Map Act and of County ordinances enacted pursuant thereto, a Certificate of Compliance is recorded. If the Zoning Administrator determines that the division of the real property does not comply with the provisions of the Subdivision Map Act or of County ordinances enacted pursuant thereto, a conditional Certificate of Compliance imposing such conditions as would have been applicable to the division of the property at the time the applicant acquired interest therein is recorded. Where the applicant was the owner of record at the time of the initial violation of the provisions of the Subdivision Map Act or of County ordinances enacted pursuant thereto who by a grant of the real property created a parcel or parcels in violation of the Subdivision Map Act or County ordinances enacted pursuant thereto, and that person is the current owner of record of one or more of the parcels which were created as a result of the grant in violation of the Subdivision Map Act or County ordinances enacted pursuant thereto, then the Zoning Administrator may record a Certificate of Compliance imposing such conditions as would be applicable to a current division of the property. A Certificate of Compliance serves as notice that the fulfillment and implementation of the conditions shall be required prior to subsequent issuance of a permit or other grant of approval for development of the property.

Compliance with the conditions is not required until such time as a permit or other grant of approval for development of the property is issued by the County.

### **WHERE TO FILE?**

Planning & Building Services (530) 283-7011  
555 Main Street  
Quincy, CA 95971

### **WHAT TO FILE?**

1. The completed application form with the attachments as listed on the application.
2. The filing fee set forth in Planning & Building Services' fee schedule (attached).

### **PROCEDURE**

Upon receipt of a completed application, Planning & Building Services reviews the matter and distributes the application to the various County departments concerned in the same manner as specified for tentative parcel maps in Section 9-3.403 of the Plumas County Code. Within thirty (30) days after receipt of a completed application, the Zoning Administrator makes a final determination as to whether or not the real property complies with the applicable provisions of the Subdivision Map Act and the County ordinances and whether a Certificate or conditional Certificate or Compliance shall be issued.

For additional information, contact Planning & Building Services at (530) 283-7011.



**D. Attachments**

- 1. A map drawn on legal size paper (8 1/2" x 14"). The map is to be legibly drawn to an engineer's scale, with the scale shown on the map. It shall show the subject property with dimensions and the gross and net area, and it shall show the location, width, and names of all streets and roads adjacent to and providing access to the property.

The map shall show the location and use of all structures on the property with the distances from the structures to the property boundaries, distances between structures, and all existing utilities and easements.

The map shall show the name, address, telephone number, and signature of the current owner(s) of the property, and the name, address, and telephone number of the person preparing the map, if different from the owner.

- 2. A legible copy of the current owner's grant deed or contract of sale, or the recording data therefore.
- 3. A legal description for the subject property, to be typed on plain white paper, 8 1/2" x 11", with one inch margins at the top, sides, and bottom. This legal description shall be reproducible so as to yield a legible copy that can be used as a part of a recorded Certificate of Compliance.
- 4. The date and recording data of the deed, map, or document whereby the property was first divided as indicated in the application.
- 5. Documentation of recorded legal road access or proposed means thereof serving subject property unless abutting a public street.

**E. Signature (s) of Applicant (s)**

I certify that the information provided is correct and waive any action against the County of Plumas in the event the County's action is set aside due to erroneous information provided hereon.

\_\_\_\_\_  
DATE \_\_\_\_\_

\_\_\_\_\_  
DATE \_\_\_\_\_

\_\_\_\_\_  
DATE \_\_\_\_\_