



Community Development Department - Planning Division

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Administrative Certificate of Compliance

Not all lots or parcels are recognized by the City as being lawfully established. However, the city may recognize a lot of questionable origin if certain conditions are met. Once the conditions of approval are satisfied, a Certificate of Compliance can be issued. Most often, non-compliant parcels are created when someone wants to sell part of their property, or perhaps give it to another member of the family, and simply has a deed executed and recorded. If variances to the zoning code standards are needed they will have to be justified by the applicant. When a building permit is requested for a new structure the legality of the lot's subdivision may result in the need for a Certificate of Compliance from the City. To initiate this review, you must have a written statement called a Notice of Determination from the City Surveyor indicating that a Certificate of Compliance is necessary.

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

APPLICATION PROCESSING: Upon receipt of a complete and accurate application including applicable fees, Planning staff will analyze the existing property configuration and prepare a report which will be mailed to you. As part of that review any existing standard setbacks or property dimensions will be researched. The case will be reviewed by the Zoning Administrator.

TIME: Generally it will take 30 days from submittal of a complete application to a final approval.

HEARINGS: If a hearing is required, the applicant, a representative, or the legal owner should be present.

APPEAL PROCESS: If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

PLANNING FEES: See current Fee Schedule (*FILING FEES ARE GENERALLY NOT REFUNDABLE*):

REQUIRED ITEMS FOR FILING (The following checklist gives you the requirements for application):

- One (1) copy of General Application Form
- One (1) copy of a complete written description of your proposal
- One (1) copy of a written statement from the City Surveyor or a Determination of Compliance indicating that a Certificate of Compliance is applicable to your situation.
- Fifteen (15) copies of Plat or Map including the following:
 - a. Delineation of all existing improvements including buildings, accessory structures, swimming pools and easements and public streets and north arrow.
 - b. Contour lines with intervals adequate to determine the average natural slope on any undeveloped parcels.
 - c. Vicinity map.
- One (1) copy of completed Hazardous Site Review
- One (1) copy of completed Hazardous Materials Questionnaire