



## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

### CERTIFICATE OF COMPLIANCE

Any interested person may request, and the City shall determine, whether a real property complies with the provisions of the Subdivision Map Act (California Government Code, §66410 *et seq.*) and the City's Subdivision Code – Title 18 of the Riverside Municipal Code (RMC). If the City determines that the real property complies, the City shall cause a certificate of compliance to be filed for record with the Recorder of the County of Riverside. The certificate of compliance shall identify the real property and shall state that the division of the real property complies with applicable provisions of the Subdivision Map Act and the City's Subdivision Code. Certificates issued by the City include:

- A ***Certificate of Compliance*** is issued when the real property is in compliance with the Subdivision Map Act and the City's Subdivision Code.
- A ***Conditional Certificate of Compliance*** is issued when it is determined that the subject property was divided in violation of the Subdivision Map Act or the City's Subdivision Code, and conditions are imposed.
- A ***Certificate of Compliance for Lot Line Adjustments, Consolidations or Mergers/Unmergers*** is issued when a lot line adjustment is approved pursuant to the provisions found in Article III of the Subdivision Code, Chapter 18.100 – Lot Line Adjustments, Consolidations, and Mergers/Unmergers.
- A ***Certificate of Compliance for Parcel Map Waivers*** is issued when the filing of a parcel map is waived pursuant to the provisions found in Article III of the Subdivision Code, Chapter 18.110 – Parcel Map Waivers.

#### *Determination of Compliance by the City Surveyor*

At the request of an interested party, the City Surveyor will determine whether or not real property is in compliance with the provisions of the Subdivision Map Act and the City's Subdivision Code, which were applicable at the time the property was divided. The applicant shall be notified in writing of such determination.

#### *Right of Development*

The issuance of a Certificate of Compliance or a Conditional Certificate of Compliance does not imply or grant the right of development of the said property.

#### **APPLICATION PROCESSING**

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Refer to the information found in Article III of the Subdivision Code, Chapter 18.120 – Certificate of Compliance.

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## PLANNING FEES

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

## REQUIRED ITEMS FOR FILING

Plans must be legible and drawn to scale to clearly illustrate the components of the project. Remember that Staff, the Zoning Administrator, and the City Surveyor are not familiar with the property and need this information to evaluate your project. If the plans are not legible, or do not contain the information listed below, your application will not be accepted for processing.

Drawing Assembly: Fold to approximately 8½" x 14." (We cannot accept drawings or materials that cannot be folded down to approximately 8 ½" by 14.")

Use the checklist to ensure your project includes all of the required elements:

- One (1) copy of the completed General Application form.
- One (1) copy of the most recent Grant Deed
  - A complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company).
- One (1) copy of a written statement from the City Surveyor, or a Determination of Compliance indicating that a Certificate of Compliance is applicable in your situation.
- One (1) copy Hazardous Site Review Questionnaire
- One (1) copy Hazardous Materials Questionnaires
- Fifteen (15) copies of the Plat Plan or Map
  - Indicate the following:
    - a. Delineation of all existing improvements including buildings, accessory structures, swimming pools, easements, public streets and north arrow.
    - b. Contour lines with intervals adequate to determine the average natural slope on any undeveloped parcels.
    - c. Vicinity map.

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