

CERTIFICATE OF COMPLIANCE
SECTION 2-500

2-500 CERTIFICATE OF COMPLIANCE

2-501 Purpose

A request for a Certificate of Compliance may be filed, pursuant to the provisions of this section, when a property owner desires certification that a particular property was legally created and conforms to City of Chula Vista Municipal Code and the State Subdivision Map Act requirements. Requests for Certificates of Compliance shall include items as listed in Section 2-503.

The provisions of this section apply to requests for Certificates of Compliance that are not associated with an adjustment plat or financial lot split (see Section 2-400).

2-502 Form and Content

2-502.1 Certificate of Compliance

A Certificate of Compliance will be approved by the City if it is determined that the parcel(s) is legal and buildable. The Certificate shall include:

- (1) Name and Address of Owner(s)
- (2) Assessor Parcel Number(s)
- (3) Statement certifying compliance with City ordinances and the State Subdivision Map Act.
- (4) The number of parcels for which the Certificate of Compliance is being issued.
- (5) Legal Description labeled Exhibit 'A'
- (6) Plat of subject parcel(s) labeled Exhibit 'B'

2-502.2 Plat - General

- (1) The plat for a Certificate of Compliance shall be prepared by applicant's engineer or land surveyor and drawn on a form prescribed by the City Engineer. Such forms are available in the Engineering Department upon request.
- (2) The plat shall be drawn to a minimum scale of one inch equals one hundred feet (1" = 100'(1cm=10m)).
- (3) Lettering size - 0.10in (2.5mm) computer; 1/8" (3mm) hand in black drawing ink

2-502.3 Each plat shall contain the following information:

- (1) A plat number as issued by Engineering Department.

- (2) North arrow and scale.
- (3) Name, address, telephone number and signature of owner(s).
- (4) Name, address, telephone number and registration or license number of the Civil Engineer or Land Surveyor preparing the plat.
- (5) A vicinity map with north arrow and scale indicated.
- (6) Sufficient legal description of the land to define the boundaries of the ownerships involved.
- (7) The boundaries to be shown as a solid line, with bearings (directions) and distances labeled along boundaries.
- (8) The net area of subject parcel(s).
- (9) The location, width and names, if any, of all existing streets; and the location, width and purpose of all easements which lie within or immediately adjacent to the exterior boundaries of the parcel.
- (10) All referenced maps shall be fully identified by map type and number.
- (11) The locations of all existing buildings and structures and their uses, the distance between said buildings and structures, and the distance between each building or structure and the boundary of the lot.
- (12) A statement of the existing zoning and any proposed zoning.
- (13) Lots/Parcels shall be labeled with names of owners and Assessor's Parcel Numbers
- (14) City work order number shall be shown at the lower right corner of plat.

2-503 Procedure:

2-503.1 Submittal

- (1) First Submittal is accepted per Section 5-203 of this manual and shall contain the following items:
 - a) Fees. - All submittals shall include a fee for processing as set forth in Section 5-100 of this manual.
 - b) Three copies of the Certificate of Compliance plat.
 - c) Legible copies of grant deeds, deed restrictions and easements including current grant deeds and deeds recorded prior to March 4, 1972 (if existing lots were not created by a record map).

- d) Documentation of recorded access to the subject property unless abutting a public street.
 - e) Plat showing parcel(s) to be certified per Section 2-502 above.
 - 1) A revised plat shall be submitted for certification when the City Engineer finds that the number or nature of the changes required for approval are such that they cannot be shown clearly or simply on the original plat.
 - 2) Failure to File Revised Plat. When required to prepare a revised plat, the failure to file said plat within six months from the date of approval or conditional approval of the original plat shall terminate all proceedings.
- (2) Subsequent submittals are accepted by appointment with the plan checker and shall include:
- a) Two copies of plat
 - b) City check print of plat
 - c) Additional information as may be requested by the plan checker.

2-503.2 Approval

(1) Certificate of Compliance

City Staff will prepare a Certificate of Compliance for City Engineer's signature if it is determined that the parcel(s) is legal and buildable. The Certificate package shall include:

- a) Certificate of Compliance (prepared by City Staff)
- b) Legal Description of the parcel(s) (prepared by applicant's Civil Engineer, Land Surveyor, or title officer)
- c) Plat (prepared by applicant's Civil Engineer or Land Surveyor)

(2) Conditional Certificate of Compliance.

Whenever applicable, the City Engineer may prescribe the following requirements as conditions of a Conditional Certificate of Compliance:

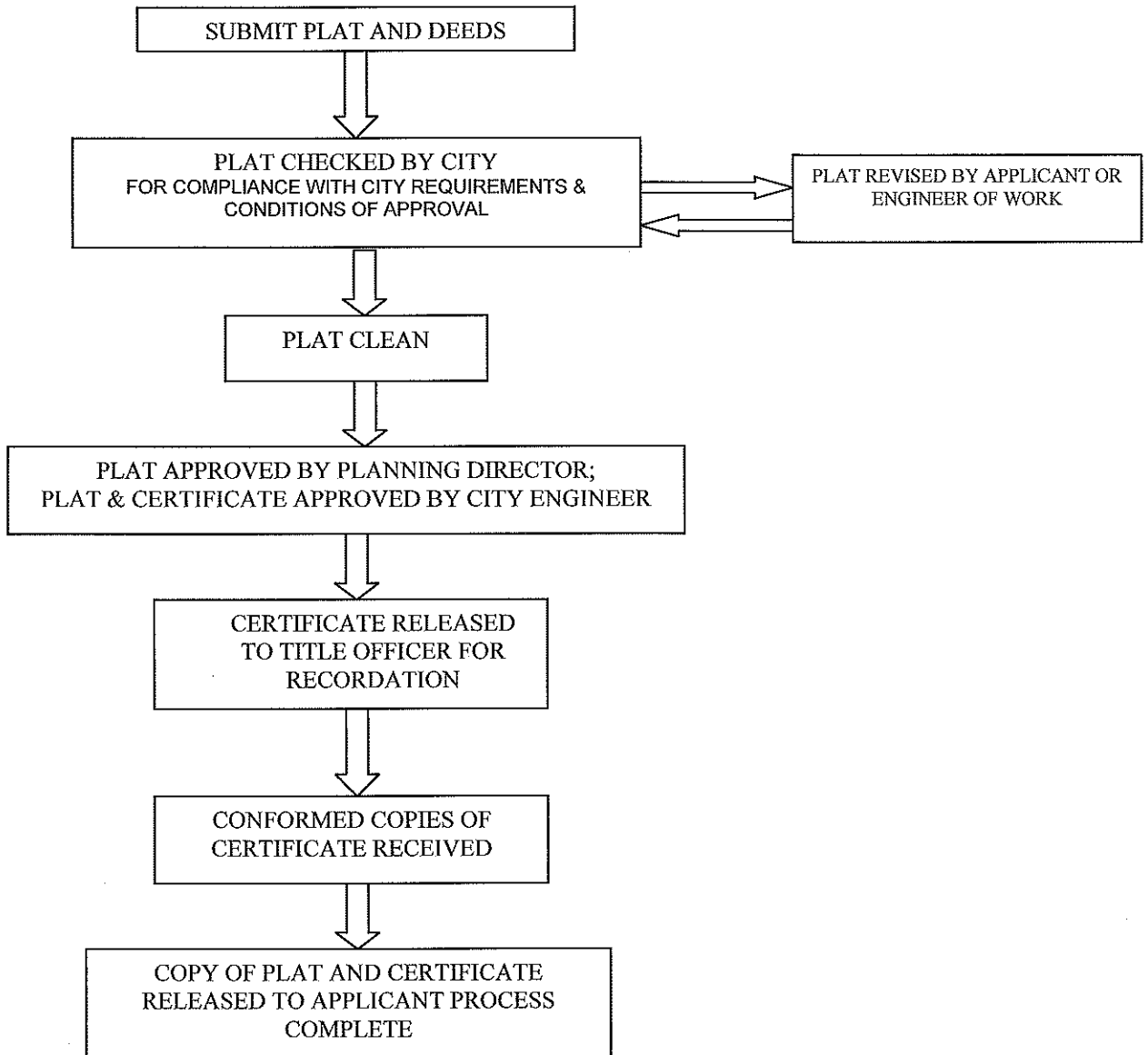
- a) Relocation of lot lines to provide lots that comply with any applicable zoning regulations, and conform to the standards of lot design specified in this manual.
- b) The provision of safe and adequate access to each lot or parcel within the adjustment plat.

- c) The addition of a distinctive boundary line, clearly labeled, which delineates the limits of any area determined by the City Engineer to be subject to flooding or inundation. The plat shall contain an appropriate note stating said area is subject to flooding or inundation.
- (3) Any conditions to a Certificate of Compliance shall be enumerated on the certificate to be recorded. A Conditional Certificate of Compliance shall contain the same items listed above for a Certificate of Compliance.

2-503.3 Recordation of the Certificate of Compliance

Certificates of Compliances are in effect only after recordation. The applicant must record the approved Certificate of Compliance package in the office of the San Diego County Recorder. The City will release the approved package only to applicant's title officer of record. Upon receipt of a conformed copy of the recorded certificate, the City shall release a copy of the certificate to the applicant at applicant's request.

2-504 CERTIFICATE OF COMPLIANCE FLOW CHART



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SAMPLE CERTIFICATE OF COMPLIANCE & PLAT

SAMPLE CERTIFICATE OF COMPLIANCE

RECORDING REQUESTED BY:

After recording mail to:
City of Chula Vista
Engineering Division, Subdivisions
276 Fourth Ave.
Chula Vista, CA. 91910

CERTIFICATE OF COMPLIANCE
[Section 66499.35(a) of the Subdivision Map Act]

Property Description

See Exhibits "A" attached.

Property Ownership

(LIST OWNERS' NAMES & ADDRESSES)

Certification

The City Engineer has determined that the real property in the Legal Description of Exhibit "A" and shown in Exhibit "B" has been divided or has resulted from a division or combining of lots in compliance with the Subdivision Map Act and with the provisions of the Chula Vista Municipal Code pursuant thereto.

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

(NAME)
CITY ENGINEER

BY:

(NAME)
Land Surveyor

DATE

2-505.2 SAMPLE CERTIFICATE OF COMPLIANCE PLAT

**SUBDIVISION MANUAL
SECTION 2: SUBDIVISION MAPS**

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Revised 03/13/2012

**2-506 CERTIFICATE OF COMPLIANCE CHECKLIST
CITY OF CHULA VISTA**

OFFICE USE ONLY FILE: _____ _____ INITIALS: _____ _____
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PLAT TITLE: _____

PLAT NO.: _____

Property Owner(s): _____

&
Address _____

Engineer/Surveyor: _____

PHONE: _____

(References are to the City of Chula Vista Subdivision Manual)

ITEM	CHECK	REMARKS
2-503.1 SUBMITTAL PACKAGE – Plats, Deeds, Statements & Exhibits		
A. Plan Check Fee	Amount \$ _____	
B. Plain paper copies		
C. Current Property Deeds		
D. Pre-1972 Deeds (if appropriate)		
E. Conformed Copies of Certificate		
2-500 Certificate of Compliance Criteria		
A. Existing Lots/Parcels are legal		
B. All lots meet applicable zoning regulations		
C. Existing access not impaired or new access not required		
2-502.2 FORM AND CONTENT – Plat		
A. Legibly drawn on bond, mylar, sepia or other approved media		
B. Lettering size – 0.10 in. (2.5mm) computer; 1/8" (3mm) hand in black drawing ink		
C. Scale: 1" = 100' (1cm = 10m) and north arrow		
D. Plat Number		
E. North arrow and scale		

**SUBDIVISION MANUAL
SECTION 2: SUBDIVISION MAPS**

ITEM	CHECK	REMARKS
F. Boundaries all parcels shown as solid line		
G. Name, address, telephone number and signature(s) of owner(s)		
H. Name, address, telephone number and registration or license number of engineer or surveyor		
I. Vicinity map with north arrow shown		
J. Legal description		
K. Boundaries shown as solid lines with bearings (directions) and distances labeled		
L. Net area of each parcel shown		
M. Location, width and names of all existing streets and location, width and purpose of all easements		
N. All referenced map fully identified by map type and number		
O. Locations of all existing buildings and structures and their uses		
P. Existing zoning and proposed use of each lot		
Q. Lots/Parcels labeled with names of owners and Assessor's Parcel Numbers		
R. Work Order Number		