



DEPARTMENT OF RESOURCE MANAGEMENT
Planning Services Division
675 Texas Street, Suite 5500, Fairfield, CA 94533

(707) 784-6765 Phone
(707) 784-4805 Fax
www.solanocounty.com

Michael Yankovich, Planning Manager

CERTIFICATE OF COMPLIANCE APPLICATION INSTRUCTIONS FOR PARCEL STATUS DETERMINATION AND/OR MERGER

Any person owning real property or their representative may request the local agency to determine whether real property complies with provisions of Chapter 26 of the Solano County Code and with Section 66499.35 of the California State Government Code. In Solano County, the Planning Services Division of the Department of Resource Management has the responsibility of making these determinations as to the legal status of parcels.

The certificate procedure relates only to issues of compliance or noncompliance with the Subdivision Map Act and the Solano County Subdivision Ordinance. The parcel(s) may be sold, leased or financed without further compliance with said provisions. The issuance of a Certificate of Compliance does not relieve the owner or future owners of permit requirements or other grants of approval required for development of the parcel(s).

THE APPLICATION PACKET INCLUDES THE FOLLOWING:

- SUBMITTAL REQUIREMENTS
- APPLICATION FORM
- PROCESS INFORMATION
- CONTACT INFORMATION

For assistance call (707) 784-6765 and ask for the Planner on Duty. Access the Solano County General Plan, Zoning Code and property zoning information online at www.solanocounty.com. Click on the Department of Resource Management then Planning Services.

SUBMITTAL REQUIREMENTS:

- 1 copy of pre-application notes, if applicable.
- 1 copy of completed application form signed by applicant and owner.
- 2 copies of the Assessor's Parcel Map. Outline the subject site in red.

Available at the Assessor's Department located at the County Administration Center (2nd floor) or online via www.solanocounty.com. Click on County's Assessor Recorder Department webpage.

- Three (3) copies of a Preliminary Title Report or other ownership guarantee, dated within sixty (60) days preceding the filing of the application, for each specific parcel or lot for which a legal status determination is requested.
- Provide an explanation of why you believe each specific parcel or lot was created legally, and a description of the date and instrument by which you believe each parcel was actually created.
- Two (2) copies of a recorded deed, dated prior to January 29, 1959, conveying each specific parcel as a separate parcel. **Deeds must be clear and legible** and clearly identify owner names, dates of transfer, and description of property.

OR

- Two (2) copies of a subdivision map recorded after August 14, 1929 creating each parcel in question.

(If earliest conveyance occurred after January 29, 1959, and subject parcels were not created by a recorded subdivision map, contact the Planning Division for possible alternative documentation.)

OR

- Other required documentation that has been approved by the Planning Division prior to the submittal of this application.
- Electronic copies of all materials in CD format (pdf or jpeg).
- Filing Fee which includes the County's Recording Fee and Recorder's Mapping/Assessor's Fee. Please consult the fee schedule or contact Planning Services at (707) 784-6765 for current filing fees. Cash, ATM/Debit or check made payable to Solano County are accepted.

CERTIFICATE OF COMPLIANCE PROCESS INFORMATION:

DETERMINATION: No one criterion is used when determining the legality of the parcel(s). The date of the parcel's first conveyance as a separately described parcel, the subdivision and zoning laws in effect, if any, at that time, the existence and format of any related recorded maps showing the boundaries of the parcels in question, and any intervening action by a local agency which may affect parcel boundaries, are all factors which are utilized in the determination. The Department of Resource Management may find that the parcel configuration or number of legal parcels differ from the applicant's initial assessment.

You will be notified in writing once Planning Division staff has made a determination. If additional information is necessary, staff will contact you for the needed information.

LEGAL BASIS: Section 66499.35 of the Subdivision Map Act provides for the authorization of Certificates of Compliance. These certificates generally fall into two categories:

Certificate of Compliance:

Section 66499.35(a) states in the event that a local agency determines that the real property complies with provisions of the Act and local ordinance i.e. Chapter 26, the agency shall cause a certificate to be recorded. This certificate is not conditional in nature.

Conditional Certificate of Compliance:

Section 66499.35(b) provides that in the event that the local agency determines that the real property does not comply with provisions of the Act and local ordinance, it shall issue a Certificate of Compliance imposing conditions applicable at the time the applicant acquired interest in the property. This certificate serves notice to the property owner or subsequent owner that fulfillment and implementation of these conditions are required prior to issuance of a permit or other grant of approval for development of the property. (Note: In the event that the owner satisfies these conditions, then a non-conditional Certificate of Compliance can be issued.)

RECORDATION OF CERTIFICATE: The County will record the appropriate Certificate for your property. In order to facilitate this step, legal description(s) of the property(ies) will need to be submitted to the Planning Services Division in accordance with the determination made by staff.

The legal descriptions will need to be prepared and stamped by a registered land surveyor or civil engineer licensed to survey in the State of California.

Once the legal description(s) are submitted and reviewed for accuracy, a bond request will be submitted to the County Assessor and Tax Collector. Upon receipt of the Tax Collector's Certificate stating that there are no tax liens due and payable, the Certificate and descriptions will be recorded. You will be sent a letter confirming the instrument number and date of recordation.

APPEALS: Any person or party aggrieved or affected by any determination of the Planning Services Division may file an appeal pursuant to Section 28-63 of the Solano County Code. The appeal must be in writing with the Department of Resource Management, outlining the specific reasons for the appeal, filed within ten (10) days of the decision being appealed along with the appeal fee. Appeal forms are available on www.solanocounty.com



DEPARTMENT OF RESOURCE MANAGEMENT

Planning Services Division

675 Texas Street, Suite 5500, Fairfield, CA 94533

Phone (707) 784-6765 Fax (707) 784-4805

www.solanocounty.com

CERTIFICATE OF COMPLIANCE APPLICATION PARCEL MERGER OR PARCEL STATUS DETERMINATION

For office use only: Application No: _____ Hrg: ZA _____ Date Filed: _____ PInr: _____

Project Name: _____

Subject Site Information

Check one : Parcel Merger Parcel Status Determination

Assessor Parcel Number: _____ Size (sq. ft/acre): _____

Assessor Parcel Number: _____ Size (sq. ft/acre): _____

Assessor Parcel Number: _____ Size (sq. ft/acre): _____

If other than assessor parcel number, on separate sheet, provide legal description of each specific parcel with a description of date and instrument by which each parcel was created.

Contact Information

Applicant Company Name: _____

Contact Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Property Owner Company Name: _____

Contact Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Engineer/Land Surveyor Company Name: _____

Contact Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Other Contacts:

Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Signature by Owner and Applicant

Owner and Applicant must sign below certifying that all information is to the best of his/her knowledge true and correct. If the applicant is not the owner of record of all property included in this application, the signature given below is certification that the owners of record have knowledge of and consent to the filing of this application and supporting information. Additionally, the undersigned does hereby authorize representatives of the County to enter upon the above mentioned property for inspection purposes. **This certification acknowledges that if the project exceeds double that of the application fee, applicants are subject to the hourly billing rate of staff time. You will be notified if the project is approaching this threshold.**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Owner signature: _____ **Date:** _____

PRINTED NAME: _____

Applicant signature: _____ **Date:** _____

PRINTED NAME: _____

For Office Use Only

Planning Permit Fee(s)		Environmental Review Fees	
_____ - _____	\$ _____	Initial Study	\$ _____
_____ - _____	\$ _____	Archaeological Study (Sonoma State NWIC)	\$ _____
_____ - _____	\$ _____	Negative Declaration	\$ _____
_____ - _____	\$ _____	CA Fish and Games (ND or EIR)	\$ _____
_____ - _____	\$ _____	Initiate EIR	\$ _____
_____ - _____	\$ _____	Mitigation Monitoring Plan	\$ _____
Total	\$ _____	Total	\$ _____
Total Fees Paid (P + E)	\$ _____	Receipt No.:	_____

Staff verify: Zoning : _____ GP Land Use & Consistency: _____

Comments: _____ Staff/Date: _____