

ADMINISTRATIVE CERTIFICATE OF COMPLIANCE
APPLICATION

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PRIOR TO SUBMITTAL OF THIS APPLICATION, PLEASE READ THE "ADMINISTRATIVE CERTIFICATE OF COMPLIANCE REQUIREMENTS", AVAILABLE FROM CITY STAFF OR ON CITY WEBSITE

*TYPE OR PRINT LEGIBLY – **SHOW ALL INFORMATION** – use additional page if more space is required*

P R O J E C T	ADDRESS	COC
	LOCATION (INCLUDE CROSS STREETS)	eCaps
	APN (ALL PARCELS)	

O W N E R	NAME OF LEGAL OWNER(S) (AS SHOWN IN TITLE REPORT)			
	MAILING ADDRESS, CITY, STATE, ZIP			
	NAME OF CONTACT PERSON	PHONE	FAX	E-MAIL

S U R V E Y O R	NAME OF CONSULTING FIRM		
	MAILING ADDRESS, CITY, STATE, ZIP		
	PHONE	FAX	E-MAIL
	NAME OF CONTACT PERSON		

C O N T A C T	WHO WILL BE THE CONTACT FOR THIS PROJECT?	<input type="checkbox"/> OWNER <input type="checkbox"/> SURVEYOR <input type="checkbox"/> OTHER, IDENTIFY BELOW		
	NAME OF CONTACT PERSON			
	MAILING ADDRESS, CITY, STATE, ZIP			
	PHONE	FAX	E-MAIL	

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SUBMITTAL CHECKLIST

Date of Submittal _____

OWNER OR SURVEYOR MUST INITIAL SUBMITTED ITEMS BELOW

OWNER/ SURVEYOR	CITY STAFF		SEE "ADMINISTRATIVE CERTIFICATE OF COMPLIANCE REQUIREMENTS" FOR DETAILED DESCRIPTION OF ITEMS 1-6 BELOW
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- | | | | |
|-------|-------|----|---------------------------------------------------|
| _____ | _____ | 1) | Completed Application Form _____ |
| _____ | _____ | 2) | Title Report (all parcel, 90 days old max.) _____ |
| _____ | _____ | 3) | Chain of Title _____ |
| _____ | _____ | 4) | New Legal Description (1 copy) _____ |
| _____ | _____ | 5) | Exhibit Map (1 copy) _____ |
| _____ | _____ | 6) | Review and Processing Fee _____ |

Deposit (full cost recovery) \$1,000.00

OWNER'S CERTIFICATION (Notary required for all signatures)

The undersigned hereby acknowledges being the record owner(s) of the property contained within this project and hereby consents to the processing and recording of the Certificate of Compliance; and further acknowledges that they understand the "Administrative Certificate of Compliance Requirements" associated with this application.

PRINT OWNER'S NAME (as shown in Title Report): _____

SIGNATURE: _____

PRINT NAME: _____

.....
PRINT OWNER'S NAME (as shown in Title Report): _____

SIGNATURE: _____

PRINT NAME: _____

Use additional page if more space is required

Attach notary acknowledgement