



# City of Sacramento

Help Line: (916) 808-5656  
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## DEVELOPMENT ENGINEERING DIVISION MAP REVIEW SECTION

### ADMINISTRATIVE CERTIFICATE OF COMPLIANCE APPLICATION

Page 1 of 2

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*

<b>P R O J E C T</b>	ADDRESS	<b>COC</b>
	LOCATION (INCLUDE CROSS STREETS)	
	APN (ALL PARCELS)	

<b>O W N E R</b>	1 NAME OF LEGAL OWNER(S) (AS SHOWN S IN TITLE REPORT)			
	MAILING ADDRESS, CITY, STATE, ZIP			
	NAME OF CONTACT PERSON	PHONE	FAX	E-MAIL

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

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

**ADMINISTRATIVE CERTIFICATE OF COMPLIANCE APPLICATION**

**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**

- |       |       |    |   |       |
|-------|-------|----|---|-------|
| _____ | _____ | 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)      \$250.00  |       |

**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 consent to the processing and recording of the Certificate of Compliance; and further acknowledge 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 acknowledgement

Attach notary

New City Hall: 915 I Street, 3<sup>rd</sup> Floor Sacramento, California 95814  
North Permit Center: 2101 Arena Boulevard, 2<sup>nd</sup> Floor Sacramento, California 95834

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**(916) 808-5656**

Please note that once this document is submitted to the City of Sacramento, your information may be subject to public record. However, that the City will not sell your data or information for any purposes.