



# City of Sacramento

Help Line: (916) 808-5656  
Permit Line: (866) 397-3764  
www.cityofsacramento.org/dsd



## DEVELOPMENT ENGINEERING DIVISION MAP REVIEW SECTION

# ADMINISTRATIVE CERTIFICATE OF COMPLIANCE PROCESS AND REQUIREMENTS

A property owner may request an Administrative Certificate of Compliance from the City to certify that their parcel complies with the Subdivision Map Act and City Code.

## Section 1

### Submittal requirements

#### 1-1 Application Form

- a) Application form must be filled out completely and signed by all owners of title and notarized.

#### 1-2 Title Report

- a) Must be dated no more than 90 days prior to the submittal of complete package and remain max. 90 days old throughout the review process.
- b) Must cover all existing parcels and name current owners of record.
- c) Delinquent taxes must be paid and receipts submitted to the City.
- d) All liens by public agencies must be cleared up and copy of letter of release or other acceptable proof of payment submitted to the City.

#### 1-3 Chain of Title

- a) Include copies of all deeds from the most present back to prior to 1972, for all parcels.






#### 1-4 Legal Description

- a) On 8 ½" x 11" bond paper using **12 pt upper case arial font**.
- b) After all correction are completed per City staff requirements, the final legal description must be submitted to the City with all pages wet stamped and signed by a license land surveyor or qualified civil engineer.

#### 1-5 Exhibit map (see attached sample map)

- a) Draw on 8 ½" x 11", use black ink or black copy on bond.
- b) Lettering height must be **minimum 1/8 inch (.125 inch) high upper case arial font**.
- c) Exhibit map must be drawn to an engineer's scale, no reductions.
- d) Show parcel boundary with bearings and distances.
- e) Show all easements and identify book and page of recording.
- g) Show distance from road centerline to public road easement line and identify road centerline with "⊥" symbol.
- h) Show street names and distance to the nearest intersection.
- i) Show title block, name of surveying firm, north arrow and scale (do not show APN's).
- j) Identify all adjacent subdivisions, certificates of compliances, records of survey, etc. with lot numbers and recording data (**use screened font**).

# Section 1 (Continued)

- k) Use pen thickness and types as follows:
- |                              |         |   |
|------------------------------|---------|---|
| • Property boundary:         | 1.20 mm |  |
| • Public road easement line: | .50 mm  |  |
| • Easement line:             | .30 mm  |  |
| • Road centerline:           | .30 mm  |  |
| • Off-site property line     | .30 mm  |  |
- l) After all correction are completed per City staff requirements, the exhibit map must be submitted to the City with all pages wet stamped and signed by a license surveyor or qualified civil engineer .

## 1-6 Review and Processing Fee

\$250.00 Deposit (full cost recovery). If applicable, additional fee required prior to recording of Administrative Certificate of Compliance.

# Section 2

## Submittal and Review Process

The following outlines the requirements for the Administrative Certificate of Compliance.

**2-1 Project Submittal:** The owner or surveyor submits the completed application along with all items listed in Section 1. The submittal will not be deemed complete unless all items are submitted and conform to the requirements outlined in Section 1. Submittals require City staff inspection for completeness at public counter. Incomplete submittal packages will not be accepted.

**Note:** Prior to submittal, please verify that **ALL FIELDS** of the application are completed.

**2-2 Project Review:** The first review by City staff will be completed within 5 working days after receipt of a complete submittal package. The owner and surveyor will be sent via e-mail a redlined checkprint of the legal description with exhibit map and a list of any additional requirements.

**2-4 Final Submittal:** If not already submitted to the City, the final submittal shall include but not be limited to the following:

- Legal description and exhibit map wet stamped and signed by a license land surveyor or qualified civil engineer. All redlined comments must have been addressed.
- Proof that tax delinquencies and liens have been cleared up and receipt submitted to the City.
- Any other required documents.

**2-5 Final Approval:** After all required documents have been submitted, the Certificate of Compliance will be recorded at the County Recorder's Office by City staff or the owner's title company.

**NOTE: The entire process from the submittal of a complete package to the recording of the certificate of compliance will take approximately 2 to 4 weeks provided that the response time for each submittal is prompt.**

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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

 我們講中文 • Hablamos español • Мы говорим по-русски • ພວກເຮົາເວົ້າພາສາລາວ • Peb hais lus Hmoob • Chúng tôi nói tiếng Việt  
**(916) 808-5656**

SHOW ALL OFFSITE  
RECORDED MAPS  
WITH **SCREENED** (gray)  
ARIAL FONT



RIVER

ESTATES

122 BM 15

LOT 52

.30 mm  
PEN WIDTH

LOT 51

N 90° 00' 00" E

126.00'

LOT 53

**ALL LETTERING  
MUST BE  
MIN. 1/8 " HIGH  
ARIAL FONT**

1.20 mm  
PEN WIDTH

145.00'

145.00'

PARCEL 1

**PARCEL 1**

PARCEL 1  
CERTIFICATE  
OF COMPLIANCE  
BK 20040701 O.R.  
PG 2782

98 PM 23

125.00'

125.00'

N 00° 00' 00" W

N 00° 00' 00" W

PUBLIC ROAD  
ESMT.  
.50 mm  
PEN WIDTH

12.5' PUE PER  
BK 20040501  
O.R. PG 1588

**ALL LETTERING  
MUST BE  
MIN. 1/8 " HIGH  
ARIAL FONT**

20.00'

20.00'

N 00° 00' 00" E

126.00'

320' +/-

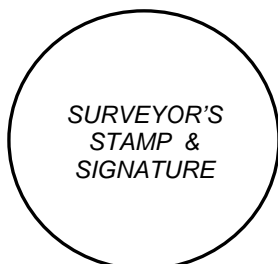
**STREET**

**NAME**

**STREET**

**NAME**

.30 mm  
PEN WIDTH



**SAMPLE  
EXHIBIT MAP**

**SURVEYING FIRM**

**EXHIBIT B  
ADMINISTRATIVE  
CERTIFICATE OF COMPLIANCE  
ADDRESS OR SHORT LEGAL**

CITY OF SACRAMENTO, CALIFORNIA

SCALE:  
1" = 30'

DATE:  
7-1-05

SHEET  
1 OF 1