



# Development Services Department

300 Richards Boulevard 3rd Floor Sacramento, CA 95811

Help Line: (916) 808-5656

www.cityofsacramento.org/dsd



## Administrative Certificate of Compliance Submittal Requirements

*A property owner may request an Administrative Certificate of Compliance from the City of Sacramento to certify that their parcel complies with the subdivision map act and city code.*

### Procedures for Processing the Certificate of Compliance:

- Applicant must submit a complete package. Incomplete submittal packages will not be accepted and will be returned to the applicant. (Faxed submittals or re-submittals are not accepted)
- The 1<sup>st</sup> review of the certificate of compliance will be completed approximately 5 working days after a complete submittal package is received.
- The Surveyor will be notified of the required corrections and/or additional items.
- When all of the required corrections and/or additional items have been submitted and rechecked by staff, the checking process will be complete.
- The Certificate of Compliance will then be submitted to the City Surveyor for approval.
- Upon approval, the Certificate of Compliance will be recorded by the City of Sacramento at the Office of the County Recorder.

### Complete Submittal Packages Includes the Following:

#### A. Current Title Report including the Chain of Title from prior to 1972 to the present, with copies of all deeds:

1. The title report must be dated no more than 90 days prior to submittal of complete package and remain a maximum 90 days old throughout the review process.
2. All liens by public agencies must be cleared up and a copy of the letter of release or other acceptable proof of payment submitted to the City of Sacramento.

#### B. Parcel Map Waiver Form (Original Required)




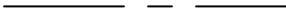
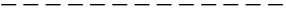
1. Must be filled out completely.
2. Must be signed by all record owners and notarized. Name must appear exactly as it appears in title report.

#### C. Legal Description:

1. Place on 8½" x 11" bond paper using 12 pt Arial type font.
2. All pages must be wet stamped and signed by a licensed land surveyor.

#### D. Exhibit Map (Follow the Guidelines Listed Below):

1. Draw on 8½" x 11", use black ink or black copy on bond. Lettering must be upper case and min 1/8" high using Arial type font. Exhibit map must be drawn to scale, no reductions.
2. Show boundary and parcel lines with bearings and distances. Show all easements with recording data.
3. Show distance from road centerline to road R/W line and street names; show nearest intersection with distance.
4. Show title block, name of surveying firm, north arrow, and scale (do not show APN's)
5. All pages must be wet stamped and signed by a licensed land surveyor.
6. Show all adjacent lot numbers, subdivision names, certificate of compliance or record of surveys with recording data (use screen lettering).
7. Show pen thickness and types as follows:

Overall Boundary		Use 1.2mm Pen Width
Road Easement Line		Use .5mm Pen Width
Road Centerline		Use .3mm Pen Width
Easement Line		Use .3mm Pen Width
Offsite Property Line		Use .3mm Pen Width

#### E. Processing Fee:

1. \$250.00 Deposit (full cost recovery)