



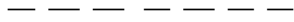


ADMINISTRATIVE CERTIFICATE OF COMPLIANCE PROCESS AND INSTRUCTIONS

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.

Submittal Requirements

1. Administrative Certificate of Compliance Application
 - ☐ Signed and dated by Owner
 - ☐ Notaries for all signatures
2. Title Report
 - ☐ Must be dated no more than 90 days prior to the submittal of complete package and must be a maximum of 90 days old prior to recording the Certificate of Compliance.
 - ☐ Must cover all existing parcels and name current owners of record.
 - ☐ Delinquent taxes must be paid and receipts submitted to the City.
 - ☐ All liens by public agencies must be cleared up and a copy of the letter of release or other acceptable proof of payment must be submitted to the City.
3. Chain of Title
 - ☐ Include copies of all deeds from the most present to prior to 1972, for all parcels.
4. Legal Description
 - ☐ On 8 ½" x 11" paper/PDF using 12 pt. upper case Arial font.
 - ☐ After all corrections are completed per City staff requirements, the final legal description must be submitted to the City, wet stamped and signed by a licensed land surveyor or qualified civil engineer.
5. Exhibit Map (See attached sample map).
 - ☐ Draw on 8 ½" x 11" paper/PDF using black ink
 - ☐ Lettering height must be minimum 1/8 inch (0.125 inch) tall upper case Arial font or similar.
 - ☐ Exhibit map must be drawn to an engineer's scale, no reductions.
 - ☐ Show parcel boundary with bearings and distances.
 - ☐ Show all recorded easements and identify book and page of recording.
 - ☐ Show distance from road centerline to public road easement line.
 - ☐ Show street names and distance to the nearest intersection.
 - ☐ Show title block, name of surveying firm, north arrow and scale (do not show APNs).
 - ☐ Identify all adjacent subdivisions, certificates of compliances, records of survey, etc. with lot numbers and recording data (use screened font)
 - ☐ Use pen thickness and types as follows:

- a) Property boundary:
- b) Public road easement line:
- c) Easement line:
- d) Road centerline:
- e) Off-site property line

1.20 mm	
.50 mm	
.30 mm	
.30 mm	
.30 mm	

Review and Final Processing

1. Application Submittal
 - a) Complete all items in previous section and submit to the City
 - b) Electronic Submission – email all documents to DE@cityofsacramento.org
 - c) Paper Submission – Deliver to 300 Richards Blvd, 3rd Floor DE Counter. Counter is currently open 9am – 4pm Tuesdays, Wednesdays, and Thursdays.
 - d) NOTE – Incomplete applications will be declined by counter staff.
 - e) Once the application has been accepted, counter staff will provide an invoice for the \$2,200 application and review fee. **This fee must be paid before the application is routed for review.**
2. The application will be assigned an Accela Record Number COCxx-xxxx. When inquiring about your project, this will be the application number you need to provide to City staff.
3. Application Review Cycles
 - a) Once routed for review, City map reviewer will complete the review in 5 business days.
 - b) Project documents will be redlined or commented on, then returned to the applicant/surveyor as a Correction Notice via email.
 - c) This process repeats as Cycle 2, Cycle 3, etc until no further changes are required. Each cycle has a 5-day review period for City staff.
 - d) City map reviewer will notify the applicant/surveyor when the documents can be submitted as Final Submittal.
 - e) A typical application will go through 3 or more review cycles and take approximately 4 weeks for final approval and recordation. Quality of the initial submittal and lags in the applicant's / surveyor's resubmittals will delay and extend the timeline for the process.
4. Final Submittal
 - a) Legal description and exhibit map wet stamped and signed by a licensed surveyor or qualified engineer.
 - b) Proof that tax delinquencies and liens have been cleared up and receipt submitted to the City.
 - c) Other required documents as noted by the map reviewer during the Review Cycle (ie title report if the title report on file is greater than 90 days old)
5. Final Approval
 - a) City Land Surveyor will review Final Submittal and sign the Certificate of Compliance standard cover.
 - b) City Staff or the owner's title company representative will record the Certificate of Compliance at the Sacramento County Recorder's Office.

RIVER **ESTATES**

122 BM 15 LOT 52

LOT 51 N 90° 00' 00" E 126.00' LOT 53

PARCEL 1

125.00' 125.00'

145.00' 145.00'

N 00° 00' 00" W N 00° 00' 00" W

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

20.00' 20.00'

N 00° 00' 00" E 126.00'

STREET **NAME**

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

SHOW ALL PUBLIC AND PRIVATE EASEMENTS AND BOOK & PAGE OF RECORDING

.30 mm PEN WIDTH

1.20 mm PEN WIDTH

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

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

PUBLIC ROAD ESMT. .50 mm PEN WIDTH

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

320' +/-

.30 mm PEN WIDTH

STREET **NAME**

PARCEL 1

STREET **NAME**

SAMPLE

EXHIBIT MAP

SURVEYING FIRM

EXHIBIT B

ADMINISTRATIVE

CERTIFICATE OF COMPLIANCE

PROPERTY ADDRESS

CITY OF SACRAMENTO, CALIFORNIA

SCALE:
1" = 30'

DATE:
1-1-14

SHEET
1 OF 1

SURVEYOR'S
STAMP &
SIGNATURE