

**CITY OF ANAHEIM
DEPARTMENT OF PUBLIC WORKS
SUBDIVISION SECTION**

CERTIFICATE OF COMPLIANCE PROCEDURES

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November 2009

I. GENERAL

A property within the City of Anaheim has been legally created in conformance with the Subdivision Map Act and the city Subdivision Ordinance (Chapters [17.08](#) and [17.09](#) of the Anaheim Municipal Code) if it is:

1. A lot or parcel created by a recorded Tract Map or Parcel Map.
2. A lot or parcel established by a recorded Lot Line Adjustment.
3. A lot or parcel approved on a recorded Certificate of Compliance.
4. A lot or parcel listed in a deed recorded prior to March 4, 1972.

A Conditional Certificate of Compliance is required:

If a property has been created in violation of the Subdivision Map Act.

The City of Anaheim has the authority (per Section 66499.34 of the Subdivision Map Act) to deny or withhold issuance of any permit or other approval to future develop the property until a Conditional Certificate of Compliance is approved and recorded and the adopted conditions have been complied with.

An Unconditional Certificate of Compliance is required:

If the subject property was not created by a Final Map, Parcel Map, or Lot Line Adjustment, but was lawfully created by a deed recorded prior to March 4, 1972.

II. INITIAL SUBMITTAL

The [initial submittal](#) of a certificate of compliance shall consist of the following:

1. An Application signed by the property owners. All signatures shall be notarized.
2. Two (2) copies of [Legal description](#) for the property labeled as "Exhibit A".
3. Two (2) copies of a [sketch](#) of the property labeled as "Exhibit B" on 8 1/2" x 11" or 8 1/2" x 14" sheet(s), prepared, signed and stamped by a Licensed surveyor or civil engineer authorized to practice land surveying. The plat shall include:
 - a. Map scale and north arrow.
 - b. Label and dimension adjacent street(s). Label and dimension distance to centerline of near cross street.

- c. Bearings and distances for all property lines.
 - d. Provide sufficient data such that the legal description in the property deeds can be retraced.
 - e. Acreage of each lot.
 - f. A statement of whether the plat was prepared based on record data or based on a survey performed for plat preparation.
 - g. Basis of bearing.
 - h. Label adjacent lot(s) or parcel(s) in ghost lettering.
4. A title report for the property.
 5. Copy of current deed(s) and deed(s) dated prior to March 4, 1972 for the property. It may be beneficial to obtain a chain of title. Most title insurance companies offer this service.
 6. A site plan which shows building structures with all setbacks labeled and dimensioned.
 7. A plan check fee deposit, in the amount approved by the City Council. The [fee schedule](#) is available at this hyperlink or at the Public Works Subdivision Section counter.

III. PLAN CHECKING

Plans will be scheduled for plan checking in the order they are received. The first plan check will be thorough. The plan checker will make technical corrections and determine if the property has been legally created.

If corrections are required, the surveyor or engineer will be notified as soon as the plan check is complete and ready for pickup. The plan check will be returned with a letter listing items to be submitted prior to approval by the City Engineer.

IV. CONDITIONAL CERTIFICATE OF COMPLIANCE

If it is determined that the property was created in violation of the Subdivision Map Act and City Subdivision Ordinance, the City will issue a Conditional Certificate of Compliance. Conditions will be imposed which would have been applicable to the subdivision of property at the time the applicant purchased or acquired the property. However, if the applicant was the owner at the time of violation then the City will impose any conditions, which would be applicable to a current subdivision.

All conditions must be complied with prior to further development of the property.

V. RECORDING

The surveyor will be notified as soon as the certificate of compliance has been approved by the City Engineer. The surveyor shall then record the document in the Office of the Orange County Recorder.

EXHIBITS

[Application](#)

[EXHIBIT A: Legal Description](#)

[EXHIBIT B: Sketch](#)

[CHECK LIST](#)



CITY OF ANAHEIM
Department of Public Works-Development Services

APPLICATION FOR
CERTIFICATE OF COMPLIANCE

SITE ADDRESS:

ASSESSOR PARCEL NUMBER(S):

I/We hereby certify that:

1. I am/We are the record owner(s) of the parcel(s) proposed for a Certificate of Compliance by this application.
2. I/We have knowledge have and consent to the filing of this application.
3. The information submitted in connection with this application is true and correct.

Record owner(s):

Mailing address:

Telephone number:

Fax number:

E mail address:

CERTIFICATE OF COMPLIANCE CHECK LIST



CERTIFICATE OF COMPLIANCE

The purpose of this checklist is to provide a format for uniform, comprehensive, and well documented reviews of the Certificate of Compliance submitted by property owner. The completed checklist should be transmitted to the property owner. A copy of the completed checklist should be retained with the project file.

City Project number:

Project name:

Project address:

Name of plan checker:

First Review

COC received on:

Review completed on:

Second review

COC received on:

Review completed on:

Third Review

COC received on:

Review completed on:

Approved date:

Signature of plan checker:

PLAN CHECK NO.			CHECK LIST COC200X-XXXXX	N/A	
1	2	3			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Application: The owner name agrees with the Title Report	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	Assessor Parcel Number(s) (APN) correctly listed.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	Property address	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	Mailing address	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	Signatures notarized	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6	Sketch/Legal description on 8½" x 11" sheet	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	Legal description labeled "Exhibit A"	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8	Legal description referred to the existing deed description (caption)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9	Legal description	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	Does the legal description, "Exhibit B", describe same property as in the title report	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11	All spelling and typographical errors checked	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	Can legal description be followed on the sketch	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13	Any senior calls noted on sketch	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14	Legal description signed/sealed by Land Surveyor OR Civil Engineer licensed to practice land surveying	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15	Include parcel acreage or square footage if less than 1 acre	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16	Sketch labeled "Exhibit B"	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17	Sketch and site plan legible, including Legend in applicable sheets.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18	Distinctive border shows to the centerline of street(s)	

PLAN CHECK NO.				CHECK LIST COC200X-XXXXX	N/A
1	2	3			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19	North arrow and map scale	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20	North arrow directed away from the reader <i>Note: Sketch should be readable from the bottom (South) and right side (East).</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	All street names labeled and note if private streets	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	Nearest cross street names labeled with distance from street center line to nearest corner of parcel in question	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	Street half widths shown	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	All lines annotated with bearing and distance, curve data and radial bearings	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	Arrow heads clearly distinctive	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Sum of partial distances shall equal total distance	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	Show 'gross' and 'net' acreage of each parcel in question	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	Show adjacent and underlying mapping/ deeds ghosted and in different font	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	State if preparation is based on record OR field data	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	State and identify Basis of Bearings	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31	If prepared from field data, show controlling monumentation	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32	Show Point Of Beginning or Point Of Commencement and True Point Of Beginning	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33	Plot and label existing easements	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34	Does traverse around property close (around total property as well as individual parcels)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35	Sketch signed/sealed by Land Surveyor OR Civil Engineer licensed to practice land surveying.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	Show City base map districts.	

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	37	Are the conditions drafted?	
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CITY OF ANAHEIM
CERTIFICATE OF COMPLIANCE
COC200X-XXXXX
(LEGAL DESCRIPTION)

"EXHIBIT A"

- Containing an area of approximately _____ acres (_____square feet).
- As shown on the attached Exhibit "A" and by this reference made a part hereof.
- Subject to Easements, Covenants, Conditions, Restrictions, Reservations, Rights, Rights-of-Way and other matters of records, if any.

Prepared by: _____	_____	
RCE/LS No. _____		Date
(Company name) _____		
(Company address) _____		(Signature & Seal)
(Phone No.) _____		

CITY OF ANAHEIM
CERTIFICATE OF COMPLIANCE
COC200X-XXXXX
(SKETCH)

"EXHIBIT B"



Prepared by: _____	_____	
RCE/LS No. _____		Date
(Company name) _____		
(Company address) _____		(Signature & Seal)

(Phone No.) _____	_____	