*Submittal Checklist for*

# CERTIFICATE OF COMPLIANCE

*This checklist should be reviewed with a Planner at the Permit Center and must be submitted with the application. Two (2) sets of hard copies and a digital format of the submittal materials listed below are required.*

☐ **DIGITAL COPIES (PDF)** of all application material
a) Submit via USB Flash Drive.

☐ **MASTER PLANNING APPLICATION:** (Completed in full)

☐ **SUPPLEMENTAL APPLICATION FOR CERTIFICATE OF COMPLIANCE:** (Completed in full)

☐ **SURVEY MAP / EXHIBIT:**
To be prepared by a licensed civil engineer or land surveyor, with an original wet stamp. Please include the following information on the Survey Map / Exhibit (8½"x11"):

a) Survey map (plot plan) approved through Certificate of Exception public hearing process, showing existing lot lines of all properties involved, and including the following information:
   - ☐ Internal and external rights-of-way (streets and driveways) and their names
   - ☐ Existing and proposed structure footprint and uses
   - ☐ Width and alignments of all existing and proposed easements
   - ☐ Five foot interval contours if the site is within the Hillside Overlay District, otherwise indicate general drainage pattern

b) Title of map
c) Prepared for title block (property owner address and phone number);
d) Prepared by title block (engineer / land surveyor of record);
e) Date of map prepared;
f) North arrow and scale;
g) Vicinity map;
h) Project site address, parcel number, and square footage of all existing properties involved;
i) Wet stamp and signed by engineer or land surveyor of record;

☐ **EXISTING AND PROPOSED LEGAL DESCRIPTION EXHIBIT:** Wet stamp and signed by engineer or land surveyor of record.

☐ **GRANT DEED:** Complete legal description of subject property

☐ **CHAIN OF TITLE**

☐ **APPLICATION FEES**

☐ **OTHER ITEMS**

☐ **RECORDING THE CERTIFICATE OF COMPLIANCE WITH THE COUNTY:** Upon receiving the Zoning Administrator's approval, the applicant or property owner shall record the Certificate of Compliance with Los Angeles County Recorder. The applicant or property owner may visit one of the four Registrar-Recorder/County Clerk's offices (locations are provided on the back of this form). For locations, hours of service, or any other Recorder questions, please call 1(800) 201-8999 or on the web at http://www.lavote.net.



PLANNING AND COMMMUNITY DEVELOPMENT DEPARTMENT
CURRENT PLANNING SECTION – Email: ZoningQuestions@cityofpasadena.net
175 NORTH GARFIELD AVENUE
PASADENA, CA 91101

# County of Los Angeles Registrar-Recorder/County Clerk Branch Office Locations

**Norwalk**
Department Headquarters
12400 Imperial Highway
Norwalk, CA 90650
(800) 201-8999

**Lancaster**
44509 16th Street West, Suite 101
Lancaster, CA 93534
(661) 945-6446

**LAX / Courthouse**
11701 South La Cienega Boulevard, 6th Floor
Los Angeles, CA 90045
(310) 727-6142

**Van Nuys**
14340 West Sylvan Street
Van Nuys, CA 91401
(818) 374-7176

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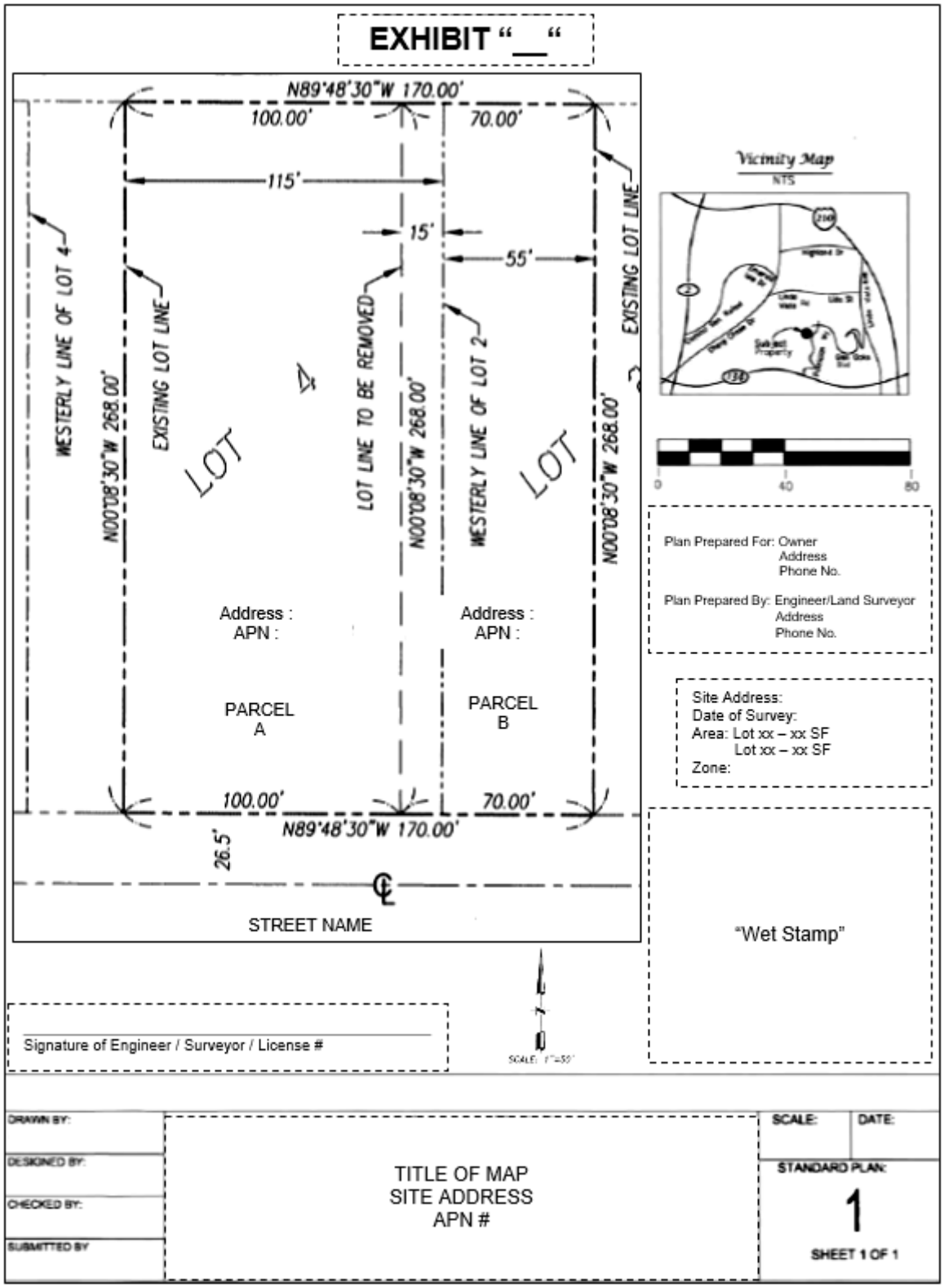
Exhibit(s) – Survey Map example:




Rev: 1/3/22

*Supplemental Application for*

# CERTIFICATE OF COMPLIANCE

Project Address:_____ CC#_____

**SUBMITTAL REQUIREMENTS:** The filing requirements for a Certificate of Compliance are listed on the ***Submittal Checklist for Certificate of Compliance***. Please review the submittal requirements with a Planner to establish the correct and specific materials necessary to submit with your application. The applicant must provide the information below for the review of the application (use additional sheets if more space is necessary to complete your response).

Parcel #1 Address: _____

Legal Description (existing parcel):

_____

_____

_____

_____

_____ _____

Owner's Name (print) Owner's Signature

| | Size | Zoning | Proposed Use (include on plan/map) | Date Acquired |
|---|---|---|---|---|
| Parcel #1 | s.f. | | | |

Parcel #2 Address: _____

Legal Description (existing parcel):

_____

_____

_____

_____

_____ _____

Owner's Name (print) Owner's Signature

| | Size | Zoning | Proposed Use (include on plan/map) | Date Acquired |
|---|---|---|---|---|
| Parcel #2 | s.f. | | | |

Was the application for a Certificate of Compliance required as a condition of approval for a previous entitlement?
☐ Yes ☐ No *If yes, provide the case number and type, date approved, brief description, and a copy of the decision letter.*

_____

_____

_____

_____

**Applicant Statement**: The applicant must indicate to what capacity they are serving as an applicant below. *(note: if the applicant is not the property owner, then the applicant must submit a written authorization from the owner indicating that the applicant is authorized to file this application):*

_____ _____

Authorized Agent / Owner's Signature Date

_____ _____

Authorized Agent / Owner's Signature Date