Certificate of Compliance Application Submittal Requirements Checklist

OC PLANNING
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The following list identifies the submittal requirements for Certificate of Compliance, and **is designed to be used as a one page checklist (by customers/staff) at time of submittal of the application**. (See "Submittal Details Checklist" for additional information, clarification and samples for items below).

SCREEN CHECK:

1) **Subdivision Submittal Information Application - Certificate of Compliance** — **Provided -** ☐
   Completed, signed, and notarized by record owner)
2) **Agent Authorization Letter** (if applicable) — **Provided -** ☐
3) **Letter of Request** — **Provided -** ☐
4) **Deeds of Record Creating Parcel** — **Provided -** ☐
   - Deed dated prior to may 24, 1962 (if existing)
   - Deed dated prior to March 4, 1972 (if existing)
   - Current ownership deed
5) **Exhibit "A" - Legal Description** (if applicable) — **Provided -** ☐
6) **Exhibit "B" – Map** (if applicable) — **Provided -** ☐
   Must be drawn in black ink on 8 ½" x 11" form provided, with the following information:
   - Location of the project site
   - Existing parcel layout

   Exhibit "C" – Site Plan (if applicable) — **Provided -** ☐
7) **Water Supplier and Sewer Agency Letter** — **Provided -** ☐
8) **Deposits and Fees** — **Provided -** ☐
   - Map Processing Deposit ($500.00)
   - Map Checking (County Surveyor - $756.00 deposit)

****** If the project is located within any of the specific areas:**

- **Ranch Plan Planned Community**
- **North Tustin**
- **Foothill Trabuco**

Please also refer to the related appendix for the particular area.****

ZONING BASICS						FOR STAFF USE ONLY
Site Permits	_____	APN Pages	_____	Zoning Regulations	_____	Color Aerial _____