

**Department of Planning & Building Inspection**  
**P.O. Box 530**  
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**Email: [planning@sierracounty.ca.gov](mailto:planning@sierracounty.ca.gov)**



## APPLICATION FOR CERTIFICATE OF COMPLIANCE

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

STATUS OF APPLICANT INTEREST IN PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_

LANDOWNER/S: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ASSESSOR PARCEL NO.s: \_\_\_\_\_

GENERAL PLAN LAND USE DESIGNATION: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

NUMBER OF PRESUMED LEGAL PARCELS FOR WHICH THE C.O.C. IS BEING SOUGHT: \_\_\_\_\_

THE DATE AND RECORDING DATA OF THE DEED, MAP OR DOCUMENT WHEREBY THE  
PROPERTY WAS *FIRST* DIVIDED AS INDICATED IN THIS APPLICATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPLICATION REQUIREMENTS:

- 1) Two *maps* legibly drawn, full size and to an engineer's scale with the scale clearly indicated on the map,) showing the subject property with all legal dimensions, (in addition, maps may be submitted in reproducible electronic format), and showing the following:
  - a) Location, width and names of all streets and roads adjacent to and providing access to the property; and
  - b) The location and use of all structures on the property, with the distances from the structures to the parcel boundaries and distances between structures; and
  - c) All existing utilities, and easements of any kind; and
  - d) The current zoning on the property and the current Assessor's Parcel Number(s) (APN) for the subject parcel(s).
  - e) The name, address, telephone number and signature of the current vested owner(s) of the property (each person appearing on title); and the name, address and telephone number of the person preparing the map, if different from the owner.
- 2) Two (2) copies of a complete *Chain of Title report*, not more than 6 months old, guaranteed by a title company licensed to do business in California. The Chain of Title guarantee must include *all* properties affected by this application request. Included with this report (or attached thereto), enclose legible copies of each recorded document referenced in the complete chain of title, also including the current owner's grant deed or contract of sale, or the recording data thereof.
- 3) A current *Assessor's Parcel Map*, together with the current Assessor parcel number(s) of all other property owned by the applicant that is contiguous to the subject real property.
- 4) Documentation of *recorded access* to the subject property(-ies), unless abutting a public street.
- 5) Separate *legal descriptions* for each of the subject properties (supposed legal lots), to be typed on plain white paper, 8-1/2" by 11", with 1" margins (or greater) at the top, sides and bottom. These legal descriptions shall be reproducible so as to yield a legible copy that can be used as part of a recorded Certificate of Compliance, and should be prepared by a licensed land surveyor or title company.
- 6) One (1) signed copy of Sierra County's "*Indemnification Agreement*," with original signature/s. Photocopies, faxes or electronic/scanned images will not be accepted. If requested, once the Agreement is executed by the County, a certified copy may be provided to the applicant.
- 7) *Application processing fee*. A non-refundable deposit in the amount of \$100.00 is due when the application is submitted to the Planning Department. The file will be set up and evaluated for completeness. The applicant will be contacted by mail with such determination, and will be notified of the estimated cost of processing the application based on both similar projects recently processed, as well as the particularities of the application itself (i.e., its perceived relative complexity). Actual processing of the application will commence after the application officially has been deemed "complete" and the processing cost estimate (fee) has been received.
- 8) *Signed consent*. In addition to the signatures appearing on the face of the map (see item 1[e] above), all landowners of record must consent to the processing of this application by countersigning the statement below.

**APPLICATION CHECKLIST:**

- \_\_\_\_\_ Completed Application (this form)
- \_\_\_\_\_ Complete Map
- \_\_\_\_\_ Chain of Title guarantee with copies of all referenced documents (2 copies)
- \_\_\_\_\_ Assessor’s Parcel Map (and listing of all commonly-owned contiguous properties)
- \_\_\_\_\_ Documented Access
- \_\_\_\_\_ Legal Descriptions of supposed legal lots
- \_\_\_\_\_ Sierra County’s “Indemnification Agreement”. Agreement must be returned with original signatures. Photocopies, faxes or electronic/scanned images will not be accepted.
- \_\_\_\_\_ Appropriate fees approved by the latest Board of Supervisors Resolution

Initial review fee: \$100.00 *[Project fee to be determined]*

*Please make check payable to: Sierra County Planning Department*

\_\_\_\_\_ Landowner’s Certification. All record landowners having title interest and vesting rights must consent to the processing of this application by signing both the map and the application, below. Alternatively, a legally executed Power of Attorney may be substituted and must accompany this application.

**The undersigned property owners, being ALL parties holding title interest or vested rights in property that is the subject of this Certificate of Compliance request do consent to the processing of this application.**

_____ Signature of Landowner	_____ Date	_____ Signature of Landowner	_____ Date
_____ Signature of Landowner	_____ Date	_____ Signature of Landowner	_____ Date
_____ Signature of Landowner	_____ Date	_____ Signature of Landowner	_____ Date