



## City of Arcata Community Development Department

736 F Street • Arcata, CA 95521

Phone: (707)822-5955 • Fax: (707)825-2029

[www.cityofarcata.org](http://www.cityofarcata.org)

# CERTIFICATE OF COMPLIANCE

## OVERVIEW

A Certificate of Compliance is a recorded legal document certifying that a parcel of land complies or conditionally complies with applicable Subdivision Map Act and Land Use Code requirements. A Certificate of Compliance is a determination as to whether a parcel of land was created in compliance with the Subdivision Map Act in effect at the time the parcel was divided.

The City will process and approve applications for Certificates of Compliance or Conditional Certificates of Compliance as provided by Land Use Code Section 9.84.020 and Subdivision Map Act Sections 66499.34 and 66499.35.

## HOW TO APPLY

Certificate of Compliance applications are available at the Community Development Department, or on the Department's website at [www.cityofarcata.org](http://www.cityofarcata.org). Staff can assist you with the materials needed for a complete application packet. Submit the completed application packet along with the application fee to the Department for processing.

## THE PROCESS

### Step 1: Application Filing & Initial Review

Once your application has been submitted and fees collected, Staff will perform an initial application review for completeness. Should your application be found incomplete, you or your designated agent will be contacted and advised what items must be submitted before processing can commence.

### Step 2: Review and Decision

The City Engineer and Zoning Administrator will review the completed application in the light of public records and applicable law. If the Zoning Administrator, based on the recommendation of the City Engineer, determines that the parcel is in compliance with the provisions of the Land Use Code and the Map Act, a Certificate of Compliance will be issued for the parcel and delivered to the County Recorder for recordation.

If the Zoning Administrator, based on the recommendation of the City Engineer, is unable to determine that the parcel is in compliance, the procedures identified in Map Act Section 66499.35 will apply and a Conditional Certificate of Compliance will be issued. The Zoning Administrator may impose any conditions that would have been applicable to the division of the property at the time the applicant acquired his or her interest therein; except where the applicant was the owner of record at the time of the initial violation of the provisions of the Map Act or of city ordinances. If this is the case, then the city may impose any subdivision conditions applicable to a current division of the property. Condition compliance must be demonstrated to the Zoning Administrator's satisfaction prior to any permit or other grant of approval for property development.

## Certificate of Compliance Application Checklist

Visit the Community Development Department page at [www.cityofarcata.org](http://www.cityofarcata.org). Select the Land Use Code from the menu and then see § 9.84.020 for complete Certificate of Compliance regulations.

Talk with Arcata Community Development Department Planning Staff to determine which of the following items must be submitted along with a completed and signed application form. **Incomplete or inaccurate information will cause a delay in permit processing.**

- Application form with signatures of all owners of the affected parcels.
- Application fee deposit as indicated on the application form.
- A copy of the current deed to the property.
- A copy of the instrument that created the parcel (grant deed, contract of sale, record of survey map, etc.).
- A written description of the specifics of the request.
- A map showing the boundaries of each parcel in question.
- A preliminary title report, six (6) months of age or less, prepared by a Title Company, for each parcel. The report shall identify the ownership of the property, legal descriptions and all easements affecting the property.
- Chain of Title for each parcel in question (obtained from a title company).
- If the application includes more than one parcel, a packet with title history, creation documents and mapping is required for each individual parcel.

Subject to changes or additions at any time. Applications may require additional information for continued processing.