

## CERTIFICATE OF COMPLIANCE

Section 66499.35 of the Subdivision Map Act (California Government Code) provides that any owner of proposed purchaser of property may request that the City make a determination as to whether that property complies with the Act and the City's subdivision ordinance. If the applicant is able to prove that the creation of the parcel was legal, the City must issue a Certificate of Compliance.

The parcel is a legal lot and does not require a Certificate of Compliance, if the applicant can produce one of the following:

- Tract Map (mandatory for parcels created after September 22, 1967.)
- Parcel Map (Mandatory for parcels created after September 22, 1967.)
- Record of Survey.
- Certificate of Exception granted by L.A. County between September 22, 1967 and March 3, 1962 in place of a parcel map.
- Certificate of Compliance.
- Recorded Deed prior to August 15, 1946.

If the applicant cannot produce any of the above, but can produce a copy of a deed describing the subject property recorded between August 15, 1946 and March 4, 1972, they may have a legal parcel:

- Legal Parcel (Certificate of Compliance)

If the parcel complies with all applicable laws existing at the time of its creation, then the City shall issue a certificate of compliance, unless the applicant was an owner of the parcel at the time the parcel was illegally created. If the latter is true then the City may impose conditions based on current laws and ordinances.

- Legal Parcel with Conditions (Conditional Certificate of Compliance)

If the parcel does not comply with applicable laws existing at the time of its creation, the City shall issue a conditional certificate of compliance and may impose any conditions as would have been applicable at the time of the illegal division (or applicable now, if the applicant was the property owner who created the illegal parcel and is still the present owner of one or more of the illegally created parcels).

Conditions may involve providing proper access or minor improvements, etc. Compliance with the conditions shall not be required until such time as a permit for development is issued. A conditional Certificate of Compliance can be recorded as a tentative approval until the conditions are met, and

then a final Certificate of Compliance can be recorded. However, a conditional Certificate of Compliance is good for only 1 buyer, i.e. if a conditional Certificate of Compliance is issued when escrow is opened and that buyer does not meet conditions, any future buyer must file a new application.

- Illegal Parcel (Notice of Intent to Issue Notice of Violation)

If the parcel has not been divided in accordance with provisions in effect at the date of record and adequate conditions are not available to ensure compliance, or if the applicant cannot prove the legality of the parcel pursuant to the above, then the parcel is to be considered "illegal". If the City has knowledge that an "illegal" parcel exists, the City is obligated to file a notice of intention to file a Notice of Violation pursuant to Section 66499.36 of the Subdivision Map Act. A "Notice of Violation", when recorded, prevents transfer of an illegal lot.

#### Additional Information

If a person has a lot on which the question of legality arises and there is an existing dwelling unit with valid building permits, the person has a legal parcel and a certificate of compliance must be issued by the City, if requested by the applicant.

The following items shall be submitted for a Certificate of Compliance application:

- One completed certificate of compliance application and a separate form to be recorded for each parcel requested with accurate and complete legal description typed below the signature line. These forms **must be typed** as they will be recorded and the County Recorder will not accept illegible or unclear documents. Do not type in margins.
- Legible copies of documents that substantiate the legal creation of the parcels; these copies may include grant deeds, trust deeds, recorded contracts of sale, recorded agreements of sale, certificates of exception, approved record of surveys, court adjudications or other evidence that will aid in the determination of compliance.
- One 8 1/2" x 14" copy of a fully dimensioned plot plan of the properties prepared by a Civil Engineer. The plot plan must be consistent with the legal description.
- **Filing Fee<sup>1</sup>:**  
**Certificate of Compliance Data<sup>1</sup>**  
**Processing Fee<sup>1</sup>**  
**Trust Deposit<sup>1</sup>**

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<sup>1</sup> Please refer to the City's [Master Schedule of Fees](#) for Planning Division application fees

**CERTIFICATE OF COMPLIANCE NO. SUB**

APPLICANT:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

LANDOWNER:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State, Zip

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

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

Assessor's Map Book and Page Number:

\_\_\_\_\_

I hereby certify, under penalty of perjury, that the information and materials submitted with this application are true and correct.

\_\_\_\_\_  
Signature of Applicant

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Landowner

Dated: \_\_\_\_\_

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

City of Rancho Palos Verdes  
Department of Planning, Building, and Code  
Enforcement  
30940 Hawthorne Boulevard  
Rancho Palos Verdes, CA 90275

SPACE ABOVE THIS LINE FOR RECORDERS USE

**CERTIFICATE OF COMPLIANCE NO.**

Request for Certificate of Compliance

I/We the undersigned owner(s) of record of real property within the City of Rancho Palos Verdes hereby REQUEST the City of Rancho Palos Verdes to determine if said real property described below has complied with the provisions of the Subdivision Map Act (§ 66410 et. set., Government Code, State of California), the County Subdivision Ordinance (Title 21, County Code, County of Los Angeles), and/or the Rancho Palos Verdes Subdivision Ordinance (Title 16, Municipal Code, City of Rancho Palos Verdes).

Property Legal Description: See Exhibit "A" attached hereto and made a part hereof

Assessor Parcel Number: \_\_\_\_\_

Property Owner(s):

Signature: \_\_\_\_\_

Name (typed or printed): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (typed or printed): \_\_\_\_\_

Date: \_\_\_\_\_

**DETERMINATION OF COMPLIANCE**

I hereby certify that the above-described parcel(s) complies with the applicable provisions of the Subdivision Map Act, the County Subdivision Ordinance, and/or the Rancho Palos Verdes Subdivision Ordinance. The parcel described herein may be sold, leased, transferred, or financed in full compliance with all applicable provisions of the Subdivision Map Act, the County Subdivision Ordinance, and/or the Rancho Palos Verdes Subdivision Ordinance enacted pursuant thereto. Development of the parcel may require issuance of a permit or permits, or other grant or grants of approval.

For: Certificate of Compliance No. \_\_\_\_\_

Address: \_\_\_\_\_

By: \_\_\_\_\_  
Community Development Director

Date: \_\_\_\_\_