

Certificate of Compliance Application

*County of Ventura, Public Works Agency, Engineering Services Department, Surveyor's Office
800 S. Victoria Ave., Ventura, CA 93009-1670 • (805) 654-2068 • countysurveyor@ventura.org*

APPLICATION REQUIREMENTS FOR CERTIFICATE OF COMPLIANCE

1. Submit one copy of the Assessor's Map(s) showing the parcel in question and all adjoining parcels. Outline parcel in question in red.
2. Submit a copy of recorded document by which the present owner acquired the property, and any deeds recorded thereafter, including access easements thereto.
3. *Submit a copy of the recorded document that created the parcel in question. **(The 1ST deed recorded that describes parcel as it exists today).**
4. *Submit a copy of the recorded document whereby the grantor in said creating deed acquired title.
5. *If the parcel in question conformed with zoning at the time of creation, but has since been made nonconforming by a change in zoning or by the General Plan, additional information may be required pertaining to ownership of the parcel in question and adjoining land from the date of the zone change.
6. If the parcel in question is determined to have been legally created, a Certificate of Compliance will be issued for recordation.
7. A recording fee will be required by the County Recorder at the time of recordation. This is a separate fee and not part of the deposit. The County Surveyors office will call for the fee when document is ready to be recorded.
8. If it cannot be determined that the lot is clearly in compliance with state law and local ordinances, you will be so informed and will then be given the option of either withdrawing the application or requesting a hearing before the Advisory Agency pursuant to Ven. Co. Ord. Section 8212-3.3. Failure to request such a hearing within the time limits specified in Section 8212-3.3 shall be deemed to be a withdrawal of the application.

*** Items 3, 4, & 5 are not needed if an approved development permit has been issued on the illegal parcel in question and the approved structure was subsequently constructed. Submit a legible copy of the approved building permit instead.**

If you have any questions regarding these requirements please call the County Surveyor's office at (805) 654-2911.

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(FOR OFFICE USE ONLY)

CC No.: _____ **Receipt No.:** _____ **Project No.:** _____

VENTURA COUNTY SURVEYOR'S OFFICE

APPLICATION FOR CERTIFICATE OF COMPLIANCE

The undersigned hereby state(s) that (they are) (he or she is) the owner(s), or the vendee(s) pursuant to a contract of sale, of the property identified as:

Assessor's Parcel Number(s) _____
and described in the document recorded in the office of the County Recorder as:

(latest document recorded showing current ownership; insert official record date and document number) and that (they) (he or she) hereby request a certificate of compliance be issued for said property.

(Signatures): _____

Note: a deposit of **\$750** must be paid at the time the application is submitted and any additional balance accrued must be paid prior to recording document. Any remaining balance will be refunded after document is recorded. Each legal parcel for which a Certificate of Compliance is requested requires a separate application and deposit. Also, note a recording fee will be requested.

(Print) Owner/Agent's name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: (_____) _____

Email (Optional): _____

Please fill in all blank spaces above.



Reimbursement Agreement

County of Ventura • Public Works Agency, Engineering Services Department, County Surveyor's Office
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CERTIFICATE OF COMPLIANCE

APPLICATION NO.: _____ RECEIPT NO.: _____

I, _____, the undersigned, hereby authorize the County of Ventura to process the above-referenced request in accordance with the Ventura County Surveyor's Division Fee Schedule. I am depositing \$_____ to cover costs based on real time expended.

I understand and agree to the following:

- that if the final cost is less than the deposit fee, the unused portion of the deposit will be refunded to me.
- that if the final cost is more than the deposit fee, I shall pay the full processing cost.
- that nonpayment of additionally billed charges may result in retention by the County of the requested information and that charges are due and payable within 30 days of billing.
- that invoices unpaid after thirty (30) days will incur a 2% interest charge compounded monthly.
- that all County of Ventura Surveyor's Office staff time spent processing my request will be billed against the deposit fee. This includes, but is not limited to, staff time spent: researching deeds, subdivision laws, and other records and preparing reports of the results.

NAME OF PRINCIPAL OR APPLICANT: _____

DRIVER'S LICENSE NO.: _____

NAME OF COMPANY: _____

If a Corporation, please list Corporate Officers authorized to act on behalf of the Corporation (use additional sheets, if necessary): _____

MAILING ADDRESS OF COMPANY OR APPLICANT: _____

ZIP CODE: _____

SIGNATURE: _____ DATE: _____

ATTENTION: Whoever signs as principal or applicant will be held responsible for all charges.

County of Ventura
AUTHORIZATION OF AGENT
 To ACT ON PROPERTY OWNERS BEHALF
PUBLIC WORKS AGENCY
COUNTY SURVEYOR'S OFFICE
 800 South Victoria Avenue, Ventura, CA 93009
 (805) 654-2068

Certificate of
 Compliance No. _____

I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to apply for the Certificate of Compliance required for my project (excluding the *Notice to Property Owner*, the execution of which I understand is my personal responsibility). My agent should receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: _____

APN(s): _____

Project Location: _____
 (Address)

Name of Authorized Agent: _____
 (Please Print)

Address of Authorized Agent: _____

Phone Number of Authorized Agent: _____

E-Mail Address of Authorized Agent: _____

PROPERTY OWNER ACKNOWLEDGEMENT

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Property Owner's Name: _____
 (Please Print)

Property Owner's Signature: _____ Date: _____

Property Owner's E-Mail Address: _____

Property Owner's Phone Number: _____

Note: A copy of the owner's driver's license, notarization, or other verification acceptable to the agency must be submitted with this form to verify property owner's signature. The owner must be as shown on the latest Assessor records.

Verification of Property Owner Signature: Driver License Notarized Letter Other

 Staff Signature

 Date