



City of Palo Alto

Public Works Engineering

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https://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits

Certificate of Compliance Instruction to Applicants (Lot Confirmation)

The purpose of this publication is to describe the submittal requirements and process for approval of Certificates of Compliance, for the purpose of a lot confirmation, in the City of Palo Alto. The approval process for these certificates is a two step process. The first step (Step I below) is the submission of an application with required supporting documents, which includes a preliminary map. This application with attached documents is then circulated to various City departments for review. If the applicant is determined to be eligible for the issuance of a Certificate of Compliance, the submission of the documents in Step II is due. When acceptable documents are received, the submittal is routed to the City Attorney's Office for final preparation of the legal document, then transmitting the document to Santa Clara County Recorder's Office for recordation. A copy of the recorded Certificate will be sent to the applicant when available.

Step I - Initial Submittal Requirements

1. Application form: All applications must be filled out completely, provide the full name and address of all record owners of the subject property and be signed by the same. If the application signer(s) are not the owner of record, a notarized letter from these owners must be presented with the application that grants authority to this representative for this transaction.
2. Application fee: A non-refundable fee is due when submitting the application. Fees are based on the current Municipal Fee Schedule. For the current Fiscal year adopted Municipal Fee schedule, please see <https://cityofpaloalto.org/gov/depts/asd/budget.asp>.
3. A preliminary title report (current within 3 months of submittal), copy of the recorded grant deed, chain of title, and a summary of chain of titles.
4. A filled-out preliminary soils report waiver form (this form is available in the Public Works Engineering office).
5. Materials showing the existence of the current lot line(s) must be provided if the request is for a Certificate of Compliance for a division or a merger. Satisfactory material includes evidence of any and all transactions that substantiate the creation of the subject parcel(s). Evidentiary documents might be recorded grant deeds, recorded contracts of sale, recorded records of survey, court adjudications, approved and completed street maps and trust deeds if the property was foreclosed upon prior to July 30, 1962. The documents used to create parcels and/or called for in the legal description and shown on the plat shall be submitted with the application.
6. Six copies of preliminary map to a scale of 1 inch equal to not more than 100 feet, and showing the following information (for sample, see back of this page):
 - a. Tract name or number, date, north arrow, and scale;
 - b. Adjacent properties and streets;
 - c. Names and addresses of record owner(s) and person who prepared map;
 - d. Square footage of proposed lot;
 - e. Locations, widths and purposes of all existing easements;
 - f. Dimensions and location of all existing buildings;
 - g. All existing water wells (a note indicating no wells exist must be included, if applicable).

Step II - Exhibit Plan Check

The following documents are required to be submitted:

- a. Legal Description (see included sample)
- b. Plat Map (see included sample)
- c. Parcel Summary (lot closure)
- d. Completed Checklist

Both the legal description and the plat map should describe and show respective properties as they will appear after recordation (or as proposed). In addition, the Subdivision Map Act requires that if one or more grant deeds have not been recorded which describe the properties as in *a.* and *b.* above then new deed(s) must be provided as part of the application. These deed(s) will be recorded simultaneously with the Certificate of Compliance. It is required that these documents be wet- signed and stamped by a Civil Engineer licensed prior to January 1, 1982, or a Licensed Land Surveyor.

This publication is intended to be an informal means of informing the public about a City process. Although it is assumed the information provided is accurate, this pamphlet is not intended to create any sort of legal obligation on the City's part. The actual process is governed by State law and City ordinances, regulations and procedures, and the reader should make specific inquiry to the City for specific cases.