



CERTIFICATE OF COMPLIANCE PROCESS

FILING FEE : \$300.00 (plus Recorder's fees)
DEPARTMENT OF PLANNING AND BUILDING SERVICES
707 Nevada Street, Suite 5 · Susanville, CA 96130-3912
(530) 251-8269 · (530) 251-8373 (fax)
www.co.lassen.ca.us

Any person owning real property in Lassen County may request that the County determine whether the real property complies with the provisions of the Subdivision Map Act and County subdivision regulations.

APPLICATION

Certificate of Compliance application forms are available from the Department of Planning and Building Services. To initiate its processing, the application must be completed and returned to the Department of Planning and Building Services along with the following:

1. A legal description of the parcel to be considered.
2. A map depicting the parcel for which a Certificate of Compliance is requested.
3. A complete chain of title for the subject parcel including, at a minimum, the following:
 - a. A chronological summary of each record cited in the chain.
 - b. Photocopies of all documents recorded in the Lassen County Recorder's Office which demonstrate the complete sequence of ownership for the subject parcel from the time it was originally patented or otherwise granted from the Federal government to the point where the applicant acquired title to the parcel.
4. Any additional information requested by the Department of Planning and Building Services.
5. An application fee of \$300.00.

Prior to project completion, necessary fees to record the Certificate of Compliance will also be required from the applicant.

Some chains of title may be lengthy and detailed. The Department of Planning and Building Services maintains a list of local title companies which may be in a position to assist with the creation of the chain of title.

In certain instances, at the discretion of the Department of Planning and Building Services, alternate data may be accepted in lieu of a complete chain of title.

The application will be reviewed for completeness within 30 days of its submittal. Failure to provide all required information will result in the application being returned as incomplete.

APPLICATION REVIEW

Upon acceptance as complete, the application will be reviewed by the County Surveyor to determine whether the subject parcel was created in compliance with the California Subdivision Map Act and any applicable local ordinances. This review of the application is normally completed within 60 days of the application being accepted as complete. If it is determined that parcel was created in compliance with these laws and rules, the County Surveyor will record a Certificate of Compliance for the parcel described in the application.

If, however, a determination is made that the parcel was not created in compliance, the application will be referred to the Lassen County Technical Advisory Committee (TAC).

TECHNICAL ADVISORY COMMITTEE

If the application is referred to the Lassen County Technical Advisory Committee (TAC), which consists of representatives from Lassen County's Department of Planning and Building Services, Public Works Department, County Surveyor's Office, Assessor's Office, Health Department, and Fire Warden's Office, the TAC will identify the conditions for a Conditional Certificate of Compliance, which must be satisfied prior to issuance of any permits for development of the parcel. Normally, such conditions of approval would be related to the development standards in effect at the time the current owner acquired title to the parcel; however, other conditions may be identified by the TAC. Upon completion of the TAC review, and if no appeal is filed within 15 days of the TAC's action, the Department of Planning and Building Services will record the Conditional Certificate of Compliance for the parcel described in the application in the County Recorder's Office. That Certificate will serve as notice that the parcel has conditions that will need to be fulfilled before development can occur, however, does not prohibit the sale, lease or finance of said parcel.

The TAC meets once each month. The TAC review of the application will normally be completed within 45 days.

APPEALS

Any person dissatisfied with the TAC's determination regarding the Certificate of Compliance application may submit an appeal to the Lassen County Planning Commission. Appeals must be made in writing and submitted, along with the filing fee in effect at the time, to the Planning Commission through the Department of Planning and Building Services within fifteen (15) days of the TAC's action.

Any person dissatisfied with the decision of the Lassen County Planning Commission related to its determination on the Certificate of Compliance application may appeal to the Lassen County Board of Supervisors. Appeals must be made in writing and submitted, along with the filing fee in effect at the time, to the Lassen County Clerk within ten (10) days of the Planning Commission's action.

The Department of Planning and Building Services will be happy to help you through the Certificate of Compliance process if you should decide to submit an application.



CERTIFICATE OF COMPLIANCE APPLICATION

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Form must be typed or printed clearly in black or blue ink. All sections must be completed in full.

This application consists of one page; only attach additional sheets if necessary.

FILE NO. _____

Property Owner/s	Property Owner/s
Name:	Name:
Mailing Address:	Mailing Address:
City, ST, Zip:	City, ST, Zip:
Telephone: Fax:	Telephone: Fax:
Email:	Email:

Applicant/Authorized Representative*	Agent (Land Surveyor/Engineer/Consultant)
Same as above: <input type="checkbox"/>	Correspondence also sent to: <input type="checkbox"/>
Name:	Name:
Mailing Address:	Mailing Address:
City, ST, Zip:	City, ST, Zip:
Telephone: Fax:	Telephone: Fax:
Email:	Email: License #:

Project Address or Specific Location:			
Deed Reference: Book:	Page:	Year:	Doc#:
Zoning:	General Plan Designation:		
Parcel Size (acreage):	Section:	Township:	Range:

Assessor's Parcel Number(s):	- -	- -	- -
- -	- -	- -	- -

Project Description:

SIGNATURE OF PROPERTY OWNER(S): I HEREBY ACKNOWLEDGE THAT: I have read this application and state that the information given is both true and correct to the best of my knowledge. I agree to comply with all County ordinances and State laws concerning this application.	*SIGNATURE OF APPLICANT/AUTHORIZED REPRESENTATIVE (Representative may sign application on behalf of the property owner only if Letter of Authorization from the owner/s is provided).
Date:	Date:
Date:	Date:

See associated process form for required attachments and instructions.