



## CERTIFICATE OF COMPLIANCE INSTRUCTIONS FOR FILING

Development Code Chapter 11.47 (Ordinance #1556)

A Certificate of Compliance is intended to state whether a parcel has been legally created within the appropriate regulations of the Subdivision Map Act. It should be noted that Certificates of Compliance are not intended to address a parcel's development ability. The above referenced application requires a public hearing before the Development Review Committee. **The project applicant, or their representative, must be present at all public hearings to answer any questions.**

Applications shall be reviewed for compliance with the below Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of application submittal.** Please note **electronic** applications are preferred to be submitted via email or E-Filing (Egnyte). Please review the Instructions for E-Filing Applications for online submittals.

### SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **current property owner signatures** and associated application fees.
2. **Legal Description:** Provide a 12-point type written legal description of the subject parcel(s) labeled "Exhibit A."
3. Should surveyor research reveal that the Certificate need be a *Conditional Certificate of Compliance*, the applicant will be required to pay the difference in fees.
4. Other information may be required to facilitate a comprehensive evaluation of the application by the Yuba County Staff Development Committee; a chain of title or other documents may be requested based upon surveyor research. Additional information to determine compliance with the California Environmental Quality Act (CEQA) may be requested if determined to be necessary.

### ENVIRONMENTAL REVIEW

All projects are subject to environmental review in accordance with the California Environmental Quality Act (CEQA). This environmental review is required in order to determine if the project will have an impact on the environment. **You will be notified of the environmental determination and any fees associated with completing the environmental review once the initial review of your project has been completed.**

*Note: Please refer to the Cultural Resources Submittal Requirements and Biological Assessment Guidelines if those reports are requested by the assigned Planner.*