



CITY OF CAPITOLA

CERTIFICATE OF COMPLIANCE INFORMATION

CITY OF CAPITOLA COMMUNITY DEVELOPMENT DEPARTMENT
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Certificate of Compliance Overview

A Certificate of Compliance is a process which affirms the legal status of a parcel (legal lot). A Certificate of Compliance may be necessary to provide the property owner with the ability to sell, lease, or finance the parcel separately from other contiguous properties under common ownership.

What is a legal lot?

A legal lot is a parcel which was created in conformance with the California Subdivision Map Act and local ordinances. To be considered a legal lot, a parcel must have been created through an approved subdivision or a deed transfer completed prior to 1972.

Assessor's Parcel Numbers (APNs) do not necessarily represent separate legal lots. APNs are created for tax purposes only. It is possible that a property owner may own several parcels of land which are represented by one APN or own several APNs which are not separate legal parcels.

Certificate of Compliance Applicability

Any property owner may submit an application for a Certificate of Compliance. The City strongly recommends that applicants for a Boundary Adjustment apply concurrently for a Certificate of Compliance. A Certificate of Compliance is also the process to officially merge two or more legal lots into a single parcel.

Application Requirements

Applicants must submit a City [Master Application](#) and pay required fees. All affected property owners must sign a City application to process the request. In addition, a Certificate of Compliance application must include:

- A plat or site plan drawn to scale showing property lines, easements, buildings, and other improvements;
- A current deed;
- A current title report;
- A chain of title guarantee prepared by a title company showing a chronological listing of the recorded property transactions from the date of parcel creation;
- A copy of the subdivision map and/or deeds which created the parcel;
- A current survey of the parcel(s)
- A typed legal description prepared by a licensed land surveyor or a civil engineer.

Time and Cost

Certificates of Compliance are typically issued within 7-60 days and require a \$529 fee per the City [Fee Schedule](#).

Certificate of Compliance Process

Upon receipt of a complete application, City staff will review the history of the parcel and make a determination if the parcel was lawfully created. Certificates of Compliance are issued over-the-counter and do not require a public notice or a public hearing.

If staff determines that a parcel was not legally created, staff will issue a Notice of Intent to Record a Subdivision Violation. If a Subdivision Violation is recorded, the affected lot(s) cannot be legally sold, leased, financed, or developed until such time that the violation is remedied. A Conditional Certificate of Compliance may be also issued which outlines the steps necessary to remedy the violation.