

# **ADMINISTRATIVE CERTIFICATE OF COMPLIANCE** **PROCESS AND REQUIREMENTS**

A property owner may request an Administrative Certificate of Compliance from the City to certify that their parcel complies with the Subdivision Map Act and City Code.

## **Section 1**

### **Submittal Requirements**

#### **1-1 Application Form**

- a) Application form must be filled out completely and signed by all owners of record. All owners' signatures must be notarized.

#### **1-2 Title Report**

- a) Must be dated no more than 90 days prior to the submittal of complete package and must remain max. 90 days old throughout the review process.
- b) Must cover all existing parcels and name current owners of record.
- c) Delinquent taxes must be paid and receipts submitted to the City.
- d) All liens by public agencies must be cleared up and a copy of the letter of release or other acceptable proof of payment must be submitted to the City.

#### **1-3 Chain of Title**

- a) Include copies of all deeds from the most present to prior to 1972, for all parcels.

#### **1-4 Legal Description**






- a) On 8 ½" x 11" bond paper using **12 pt. upper case Arial font**.
- b) After all corrections are completed per City staff requirements, the final legal description must be submitted to the City, wet stamped and signed by a licensed land surveyor or qualified civil engineer.

#### **1-5 Exhibit Map (see attached sample map)**

- a) Draw on 8 ½" x 11" paper, use black ink or black copy on bond.
- b) Lettering height must be **minimum 1/8 inch- (.125 inch-) high upper case Arial font**.
- c) Exhibit map must be drawn to an engineer's scale, no reductions.
- d) Show parcel boundary with bearings and distances.
- e) Show all easements and identify book and page of recording.
- f) Show distance from road centerline to public road easement line .
- g) Show street names and distance to the nearest intersection.
- h) Show title block, name of surveying firm, north arrow and scale (do not show APNs).
- i) Identify all adjacent subdivisions, certificates of compliances, records of survey, etc. with lot numbers and recording data (**use screened font**).

<http://portal.cityofsacramento.org/Public-Works/Engineering-Services/Property-Line-Changes/Map-Review>

## Section 1 (Continued)

- j) Use pen thickness and types as follows:
- |   |                            |         |   |
|---|----------------------------|---------|---|
| • | Property boundary:         | 1.20 mm |  |
| • | Public road easement line: | .50 mm  |  |
| • | Easement line:             | .30 mm  |  |
| • | Road centerline:           | .30 mm  |  |
| • | Off-site property line     | .30 mm  |  |
- k) After all corrections are completed per City staff requirements, the exhibit map must be submitted to the City with all pages wet stamped and signed by a license surveyor or qualified civil engineer.

**1-6 Review and Processing Fee**  
[-See Fee Schedule](#)

## Section 2

### Submittal and Review Process

The following outlines the requirements for the Administrative Certificate of Compliance.

**2-1 Project Submittal:** The owner or surveyor submits the completed application along with all items listed in Section 1. The submittal will not be deemed complete unless all items are submitted and conform to the requirements outlined in Section 1. Submittals require City staff inspection for completeness at public counter. Incomplete submittal packages will not be accepted.

**NOTE:** Prior to submittal, please verify that **ALL FIELDS** of the application are completed.

**2-2 Project Review:** The first review by City staff will be completed within 5 working days after receipt of a complete submittal package. The owner and surveyor will be sent via e-mail a redlined checkprint of the legal description and exhibit map and a list of any additional requirements.

**2-3 Final Submittal:** If not already submitted to the City, the final submittal shall include but not be limited to the following:

- a) Legal description and exhibit map, wet stamped and signed by a licensed land surveyor or qualified civil engineer. All redlined comments must have been addressed.
- b) Proof that tax delinquencies and liens have been cleared up and receipt submitted to the City.
- c) Any other required documents.

**2-4 Final Approval:** After all required documents have been submitted, the City Surveyor will sign the Certificate of Compliance. It will then be recorded at the County Recorder's Office by City staff or the owner's title company.

**NOTE:** The entire process from the submittal of a complete package to the recording of the Certificate of Compliance will take approximately 2 to 4 weeks provided that the response time for each submittal is prompt.

SHOW ALL PUBLIC AND PRIVATE EASEMENTS AND BOOK & PAGE OF RECORDING

SHOW ALL OFFSITE RECORDED MAPS WITH **SCREENED** (gray) ARIAL FONT

RIVER

ESTATES

122 BM 15

LOT 52

LOT 51

N 90° 00' 00" E

126.00'

LOT 53



ALL LETTERING MUST BE MIN. 1/8" HIGH ARIAL FONT

.30 mm PEN WIDTH

1.20 mm PEN WIDTH

PARCEL 1 98 PM 23

PARCEL 1

PARCEL 1 CERTIFICATE OF COMPLIANCE BK 20040701 O.R. PG 2782

PUBLIC ROAD ESMT. .50 mm PEN WIDTH

ALL LETTERING MUST BE MIN. 1/8" HIGH ARIAL FONT

12.5' PUE PER BK 20040501 O.R. PG 1588

145.00'

145.00'

N 00° 00' 00" W

125.00'

125.00'

N 00° 00' 00" W

20.00'

20.00'

N 00° 00' 00" E

126.00'

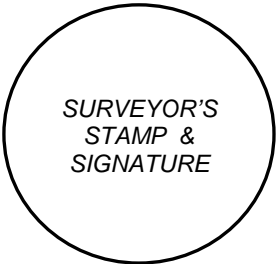
320' +/-

.30 mm PEN WIDTH

STREET

NAME

STREET NAME



SAMPLE EXHIBIT MAP

SURVEYING FIRM

EXHIBIT B ADMINISTRATIVE CERTIFICATE OF COMPLIANCE PROPERTY ADDRESS

CITY OF SACRAMENTO, CALIFORNIA

SCALE: 1" = 30'

DATE: 1-1-14

SHEET 1 OF 1