



# ***CERTIFICATE OF COMPLIANCE***

## ***An applicant's guide to the process***

---

*The following information is intended to provide information on the City of Del Mar's process for a Certificate of Compliance. Please contact the Planning Department to obtain additional information.*

### **PURPOSE**

A Certificate of Compliance (COC) is used in determining a legal parcel for development purposes.

### **PROCESS**

#### **Step 1 - Pre-application Conference**

In order to process your application most effectively, a pre-application conference with a member of the Planning staff is highly recommended. The applicant and/or applicant's representative should bring in any information available regarding the application, including, but not limited to, plans or sketches. Staff will assist you with questions you may have regarding the planning process, the submittal requirements, or how to fill out the application.

#### **Step 2 - Filing of Application**

**Applications may be filed at the Planning Counter Monday through Friday between the hours of 1:00 p.m. and 4:00 p.m.** A Planning Staff member will review each application for completeness at the counter. For an application to be accepted, it must contain all information listed below. Incomplete submittals will not be accepted. Please note that a submitted application is a matter of public record. Therefore, any portion of the application, including plan sets, may be re-produced and distributed to City staff, other discretionary bodies, and the general public for use in reviewing the project proposal.

After the initial submittal of the application, the project will be assigned to a member of the Planning Department for a detailed analysis. The Planner will review the application for completeness and for compliance with the applicable Codes. If it is determined that the application is missing information, or is somehow inconsistent with one or more provisions of the Zoning Code, it will be deemed *Incomplete*. A letter will be sent to the applicant regarding the necessary information and/or changes.

The following items must be submitted as part of the application:

1. **Application Form** (completed and signed)
2. **Application Fee** (see fee schedule)

Planning Department  
1050 Camino del Mar Del Mar, CA 92014  
Phone: (858) 755-9313 Fax (858) 755-2794

3. **Copies of Plat Map** drawn on an 8½” x 11” that depicts the following information:

- Scale and North arrow.
- Name, address, and telephone number of the applicant.
- Name, address, telephone number, and signature of the current owner or owners of all parcels shown.
- Name, address, and telephone number of person who prepared the plat and, if prepared by an engineer or surveyor, his/her license or registration number.
- The location, width and names, if any, of all existing and/or proposed streets, road easements, whether it is public or private, recorded or unrecorded, which lie within the exterior boundaries of the land proposed for certification, including those which serve as access to the subject property.
- The names of the subject property owners labeled within or adjacent to the parcels involved.
- Abbreviated legal description of the ownerships involved.
- The current Assessor’s Parcel Number(s) in each parcel, shown within or adjacent to each parcel.
- A small-scale vicinity map with distances (in feet or tenths of a mile) to the nearest street intersection.
- The net area of each lot proposed for certification.
- The dimensions of each boundary of each lot proposed for certification.
- The location of all existing buildings and structures and their uses and the minimum distance between each building or structure and the boundary of the lot within which it is situated.
- The existing and proposed use regulations, density and lot size designator of each lot.
- Show drainage swales and/or areas subject to inundation by the 100-year flood if shown on a previous Division of Land Plat, Certification of compliance, Subdivision Map or Parcel Map.

3. **Complete Chain of Title** including a **Current Title Report**

4. **A legible copy of the current owner’s Grant Deed**

5. **Documentation of Recorded Access to the Subject Property**, unless abutting a public street, if not included in the Owner’s Grant Deed.

6. **A Legal Description** describing the perimeter of each lot(s) to be certified, the access to the property, and any road easements within the property, typed on plain white paper, 8½” x 11” with one inch margins at the top, sides, and bottom. This legal description shall be reproducible so as to yield a legible copy (it will be used to describe your property on the Certificate of Compliance when recorded). These legal descriptions shall be labeled alphabetically to correspond with the parcel letter designations shown on the plat.

Step 3 – Procedure

The required departments and agencies will review the project. A determination will be made as to the legality of the lot. If the lot is determined to be a legal lot, the Planning and Community Development Director will then issue a Certificate of Compliance or a conditional Certificate of Compliance.

Step 4 – Recordation

The Certificate of Compliance issued by the Director will be forwarded to the City Clerk for recording by the County Recorder.