



**DEVELOPMENT SERVICE DEPARTMENT**  
**Certificate of Compliance (COC)**

DEPOSIT	\$ 2,050.00 non-refundable
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**INSTRUCTIONS TO APPLICANT**

- a) Application deposit– Checks should be made payable to City of Adelanto.

**PROCESSING COSTS: The City operates on the basis of full cost recovery for the processing of planning projects. Deposits made at the time of application are projected to be sufficient for the processing of applications, however, additional deposits may be required to cover the costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.**

- b) Checklist

- 1) One completed and signed application form.
- 2) One property plot plan map (see attached Drawing Checklist).
- 3) One copy of the Grant Deed for the subject property, or a Title Report.
- 4) One copy of the appropriate Assessor’s Parcel Map showing the subject parcel.
- 5) One copy of United States Geological survey map of the project area showing property boundaries, quadrangle map name and applicant’s name.
- 6) The attached ownership certificate, signed by all Owners of Record. Signatures must be original. No faxed or photocopied signature will be accepted.
- 7) One original Certificate of Compliance questionnaire (attached to application), signed by the legal owner or agent designated by the owner.
- 8) If the applicant is other than the owner of record, an affidavit signed by the owner that designates the applicant as an agent must accompany the application.
- 9) One certified copy each, if applicable, of the articles of incorporation including the latest statement of officers; the partnership papers (limited or general); or the recorded fictitious business name statement naming the owners of the firm, if either the grantor or grantee are corporations, partnerships, or fictitious firms.

- 10) One copy of the Preliminary Environmental Description Form with the \$1380 fee. An additional \$1,285 check made payable to *San Bernardino County Clerk of the Board of Supervisors* for State of California Fish & Game Negative Declaration filing fee will be required prior to approval of the Certificate of Compliance. See the Environmental Information Form for additional information and requirements.
- 11) Documentation showing the subject parcel as a separate parcel based upon the following (if information is available):
  - a. Gift Deeds: Must have been recorded between June 9, 1977 and June 8, 1978 or prior to March 2, 1972.
  - b. Parcels of 4 acres or less: documents dated prior to July 14, 1971.
  - c. Parcels greater than 4 acres, but less than 60 acres: documents dated prior to March 4, 1972.
  - d. Parcels greater than 60 acres: documents dated prior to June 6, 1977.
  - e. Contiguous held property of multiple parcels: documents dated prior to June 6, 1977.

**PROCEDURE:**

1. The purpose of a Certificate of Compliance is to determine if a parcel of land is in conformance to the Subdivision Map Act and City of Adelanto ordinances in order to permit the sale, lease, or financing of such real property. A Certificate of Compliance does not grant the right to develop the parcel.
2. A Certificate of Compliance application applies only to a single parcel and is required when: (a) an existing land violation prevents the division or development of property, or (b) when such a Certificate is desired as provided for in the Government Code, Section 66499.35.
3. A copy of your application will be distributed to departments and other agencies deemed appropriate for review and comment. Comments from these agencies and applicable City regulations and policies will be used in reaching a decision regarding your application.
4. It is unlawful to offer for sale, lease, financing or other conveyance, any portions of real property, or obtain building permits, until the Certificate of Compliance has been given final approval by the County and all conditions of the approval satisfied.
5. Your application begins processing with a preliminary determination as to whether or not you beneficially control any contiguous parcels of land, and correctness of deed. If the preliminary check indicates any complications, a more thorough review is made which may delay processing.
6. Applications are considered on the basis of lot design, topography AND consistency with lots in the immediate area, conformance with the requirements of the zone classification, vehicular road access to each lot, and conformance with provisions of State and City Ordinances and policies.

CASE NO. \_\_\_\_\_ DATE FILED \_\_\_\_\_

Total Fees Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_ Case Planner \_\_\_\_\_

Name of Applicant				Phone	
Address				Fax	
City		State		Zip Code	
Name of Representative				Phone	
Address				Fax	
City		State		Zip Code	
Name of Engineer				Phone	
Address				Fax	
City		State		Zip Code	

[Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

Type of project or action:

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Project Location (General):

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Assessor's Parcel Number \_\_\_\_\_

Size of Parcel (gross acreage) \_\_\_\_\_

When was the parcel created? \_\_\_\_\_

The EXACT legal description of said property is: (the legal description may be given as tract lots, including Section, Township, and Range, or it may be described by metes and bounds with a point of beginning that can be identified on the City Engineer's maps).

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**QUESTIONNAIRE**

Answer all of the following questions. Should extra space be required, firmly attach extra sheets. Failure to answer all of the questions will cause a delay and/or rejection of your application without prejudice.

**A. Survey:**

		Yes	No
1.	Are there any known property line conflicts, disagreements or encroachments with adjoining property owners? If yes, indicate the problem.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the property been surveyed by a Licensed Land Surveyor or Civil Engineer? If the answer is yes, include a copy of the survey map with this application.	<input type="checkbox"/>	<input type="checkbox"/>

**B. Sanitation:**

3.	Is the property located within an established sanitation district? If yes, name district.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Can the property be connected to an existing sewer line with no more than 500 feet of sewer line?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the property have any physical features that may cause problems with on-site septic tanks (steep terrain, high ground water table, springs, marshy areas, etc.)? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>

**C. Water Supply:**

6.	How is water to be supplied to the property?		
	<input type="checkbox"/> Adelanto Public Utilities Authority		
	<input type="checkbox"/> Existing well or wells		
	<input type="checkbox"/> Other (explain)		
7.	Do you propose to create a private domestic water system (well under pressure) to serve each proposed lot less than 2-1/2 acres in size?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is the existing well(s) or proposed well(s) at least 150 feet from any existing or proposed waste disposal system?	<input type="checkbox"/>	<input type="checkbox"/>

**D. Access:**

9.	How will legal access to the property be provided?		

10.	Are there existing roads abutting property? If yes, describe the type, width and condition of road, give name.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are paving, curbs and gutters, and sidewalks installed in the area with ¼ mile of the property either on the fronting or abutting street? If yes, list the type of improvements and the approximate distance from the parcel in feet or miles to these improvements.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Are there any hills, canyons, watercourses, or other physical obstructions, etc., that might prohibit construction of standard road improvements on the property line? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is the property crossed by electrical power lines or other type of utility easement? If yes, give width of easement and show it on Property Plot Map drawing.	<input type="checkbox"/>	<input type="checkbox"/>

E. Drainage:

14.	Does each proposed lot have a building site that is free of any drainage course, swale, water overflow or ponding area?	<input type="checkbox"/>	<input type="checkbox"/>
15.	Is the property to be divided traversed by natural streambeds, channels, ground swales or washes? If yes, indicate the approximate depth of each.	<input type="checkbox"/>	<input type="checkbox"/>
16.	Has surface water originating outside the property been known to overflow onto the property in the past? If so, explain.	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are there any flood protective measures or devices existing or proposed between natural or artificial watercourses and the property? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>
18.	Are there steep hillsides, escarpments, cliffs, bluffs, or other potential landslide, mudslide, debris, erosion, sloughing hazards or any other type of unusual terrain either on or in the vicinity of this property? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>
19.	Does the proposed Land Division contemplate any grading or structures, etc., which will encroach into, obstruct, alter, or divert any flood flows from a major wash, channel, stream, swale, ditch or water course? If yes, explain.	<input type="checkbox"/>	<input type="checkbox"/>

The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of Planning Staff.

I/We \_\_\_\_\_ (owner  or agent )

(Please Print)

hereby declare under penalty of perjury that the information which I have set forth herein and the information herein submitted, is in all respects true and correct to the best of my knowledge and belief.

I further agree that if any such information proves to be false or incorrect, the County of San Bernardino, City of Adelanto, and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on the basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the County for cancellation.

Signature of Applicant: \_\_\_\_\_

\_\_\_\_\_  
Registration Number (If registered engineer or licensed land surveyor)

OWNERSHIP CERTIFICATE

All Owners of Record must sign this Certificate.

List below by Assessor's Parcel Number (APN) all property adjacent or contiguous to the parcel being considered for Land Division that are owned or beneficially controlled by the individual(s) signing this certificate.

_____	_____	_____
_____	_____	_____

The undersigned owner(s) or officer(s) in the organization owning the lands for which this application for land division is made, states that he or the organization is aware of the application being filed with the City of Adelanto Planning Department, and certifies under penalty of perjury that the information contained in this application is true and correct.

Any person signing with Power of Attorney for others must print the names of those individuals in the signature block and attach a certified copy of the Power of Attorney.

Assessor's Parcel No. of Parcel(s) being divided \_\_\_\_\_

<u>Signature (Owner of Record)</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

LETTER OF AUTHORIZATION  
IF APPLICANT OTHER THAN PROPERTY OWNER

I, \_\_\_\_\_, as owner(s) of property identified as Assessor's Parcel  
Property Owner(s)

No(s). \_\_\_\_\_ and/or Tract/Parcel Map \_\_\_\_\_, Parcel/Lot

No. \_\_\_\_\_ do hereby authorize \_\_\_\_\_ to represent me  
Authorized Agent

as agent in seeking approval of the following project(s): \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_  
Property Owner(s)

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Authorized Agent

Date: \_\_\_\_\_

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.

**ENVIRONMENTAL INFORMATION FORM  
(TO BE COMPLETED BY APPLICANT)**

Date Filed \_\_\_\_\_

**General Information**

1. Name and address of developer or project sponsor: \_\_\_\_\_

2. Address of project: \_\_\_\_\_

Assessor's Block and Lot Number: \_\_\_\_\_

3. Name, address, and telephone number of person to be contacted concerning this project: \_\_\_\_\_

4. Indicate number of the permit application for the project to which this form pertains: \_\_\_\_\_

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies: \_\_\_\_\_

6. Existing zoning district: \_\_\_\_\_

7. Proposed use of site (Project for which this form is filed): \_\_\_\_\_

**Project Description**

8. Site size.

9. Square footage.

10. Number of floors of construction.

11. Amount of off-street parking provided.

12. Attach plans.

13. Proposed scheduling.

14. Associated projects.

15. Anticipated incremental development.

16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.

17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.

18. If industrial, indicate type, estimated employment per shift, and loading facilities.

19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

*Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).*

	<b>Yes</b>	<b>No</b>
21. Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.	<input type="checkbox"/>	<input type="checkbox"/>
22. Change in scenic views or vistas from existing residential areas or public lands or roads.	<input type="checkbox"/>	<input type="checkbox"/>
23. Change in pattern, scale or character of general area of project.	<input type="checkbox"/>	<input type="checkbox"/>
24. Significant amounts of solid waste or litter.	<input type="checkbox"/>	<input type="checkbox"/>
25. Change in dust, ash, smoke, fumes or odors in vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
26. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
27. Substantial change in existing noise or vibration levels in the vicinity.	<input type="checkbox"/>	<input type="checkbox"/>
28. Site on filled land or on slope of 10 percent or more.	<input type="checkbox"/>	<input type="checkbox"/>
29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.	<input type="checkbox"/>	<input type="checkbox"/>
30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
32. Relationship to a larger project or series of projects.	<input type="checkbox"/>	<input type="checkbox"/>

**Environmental Setting**

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.

34. Describe the surrounding properties, including information on plants, animals, and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

**Certification**

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date\_\_\_\_\_

Signature\_\_\_\_\_

For\_\_\_\_\_

### PROPERTY PLOT MAP – DRAWING CHECKLIST

The following information must be included on the plot plan. Failure to include all information listed below may cause a delay and/or rejection of your application. The scale used should be a standard scale (1" = 10', 1" = 30', 1" = 40', 1" = 50', 1" = 60', or one of these increased by a multiple of ten, such as 1" = 200', 1" = 2,000'). If the space provided on the Property Plot Map page is not large enough to adequately show all required information, please attach a separate map sheet which includes all required items listed below and listed on the Property Plot Map page:

1. Map should be drawn so that "north" is to the top of the application form. Show the north arrow and the scale of the drawing under the north arrow.
2. The existing parcel boundary or lot lines are to be shown and dimensioned.
3. Calculate the parcel area in square feet or acres.
4. Dimension and identify all EXISTING structures that are to REMAIN or be REMOVED. Locate the existing structures that are to remain by showing their distance from nearest boundary lines.
5. Show the names, locations and existing right-of-way widths of all abutting streets.
6. Show all existing street improvements such as curbs, gutters, sidewalks and paving.
7. Show location and width of all proposed streets or additional street or right of way dedications.
8. Show the location and dimensions of all existing easements for drainage, public utilities and roads.
9. Show and dimension all existing underground structures, such as septic tanks, leach lines, seepage pits, storm drains and wells.
10. Show any important topographic conditions (hills, canyons, water courses, etc.)
11. If commercial and/or industrial structures exist and are to be retained and utilized, show all parking facilities and driveways.