



CITY OF WILDOMAR
Planning Department
23873 Clinton Keith Road, Suite #201
Wildomar, CA 92595
Tel. (951) 677-7751 Fax. (951) 698-1463

For office use only.
**Project Account
Number**

CERTIFICATE OF COMPLIANCE APPLICATION

PROJECT INFORMATION

PROJECT ADDRESS/LOCATION:			
Parcel A	Assessors Parcel Number		
Parcel B	Assessors Parcel Number		
Parcel C	Assessors Parcel Number		
Parcel D	Assessors Parcel Number		
Requested Certificate of Compliance & Reason For Request:			
General Plan Land Use Designation:		Zoning:	

PROPERTY OWNER CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email
I hereby authorize this application and certify that all filing requirements have been satisfied for my application. I also acknowledge that any missing items may delay the processing of my application.		
Signature of Applicant		Date

LAND SURVEYOR/CIVIL ENGINEER CONTACT INFORMATION

Name		
Mailing Address		
Telephone	Fax	Email
All communications concerning this request should be directed to the: <input type="checkbox"/> Applicant <input type="checkbox"/> Land Surveyor/Civil Engineer		

Check here if additional Property Owner Certifications are attached to this application.



Project No.:

**ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY
BY THE APPLICANT
(Project representative signatures will not be accepted.)**

I acknowledge and certify that with this development application I am financially obligated to the City of Wildomar for all expenses related to the time and effort spent by the employees, agents, consultants, and legal representatives that are used to process this/these applications. I understand that the City processes development applications on a deposit based fee system which requires an initial application processing deposit payment prior to beginning any process work. Further, I understand that once the project application deposit balance falls to \$2,500 an additional deposit, equal to the original application deposit fee amount, must be made within 10 days of notification from the City. I further acknowledge that if the additional application deposit fee payment is not been made within the required 10 days as required by the City, the City will discontinue all work on this/these applications and will not schedule the project for a hearing (if one is required). I also acknowledge that if I fail to replenish the application deposit account within six (6) months of notification from the City, I understand that this/these applications will be automatically deemed withdrawn by the City, and that a new development application and deposit fee will be required to restart the project processing.

Printed Name

Signature

Date Signed

Billing Address: _____

Address _____

City _____

State _____

ZIP CODE _____

E-mail Contact Information: _____

Telephone Number: _____

APPLICATION INSTRUCTIONS AND REQUIREMENTS FOR A CERTIFICATE OF COMPLIANCE

THE PARCEL OF COMPLIANCE FILING PACKAGE MUST CONSIST OF THE FOLLOWING ITEMS:

1. One completed and signed Application Form (See Section A below).
2. Applicable deposit-based fee.
3. One copy of the current recorded deed for each property involved. If one or more of the properties involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
4. One copy of a current (less than 6 months old) Preliminary Title Report for each of the subject properties.
5. One completed and signed copy (signatures must be notarized) of the "CERTIFICATE OF PARCEL OF COMPLIANCE" form (See Section B below).
6. Six copies of a completed Exhibit "A" - Legal Description (See Section B below).
7. Six copies of a completed Exhibit "B" - Map (See Section C below).
8. Six copies of a completed Exhibit "C" - Site Plan (See Section D below).

LIMITATIONS FOR PARCEL OF COMPLIANCES:

- The parcel as merged must be consistent with standards and requirements identified in the Zoning Ordinance and the City General Plan.
- All merged parcels must be legal parcels as defined by the Subdivision Map Act.
- The parcels to be merged consist of four (4) or fewer existing contiguous parcels.
- No new lot lines may be created.
- The parcels to be merged can not conflict with the location of any existing structures.
- Access to any adjoining parcels can not be obstructed or restricted through the OF COMPLIANCE.

SECTION A. INSTRUCTIONS FOR CERTIFICATE OF PARCEL OF COMPLIANCE APPLICATION FORM

1. Please type or print legibly the applicant's name, e-mail address, mailing address, phone number, and fax number.
 2. Determine which property will be designated as Property "A," Property "B," Property "C," and Property "D." If the application involves fewer than four (4) properties, draw a horizontal line through all references to Property "C" and/or Property "D," as applicable.
 3. List the assessor's parcel number(s) and street address (if applicable) for each property involved.
 4. Provide a detailed description of the parcel OF COMPLIANCE being requested. If additional space is necessary, use additional sheet(s) of paper.
 5. Provide the printed name and original (wet-signed) signature of the applicant.
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SECTION B. INSTRUCTIONS FOR THE LEGAL DESCRIPTION (EXHIBIT "A")

The Legal Description Exhibit must be prepared and stamped by a licensed land surveyor or qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower).

1. The new legal description shall be clearly identified and written, and shall include an acreage (or square footage) calculation for the merged property.
 2. The exhibit shall contain a reference to the applicable Certificate of Parcel OF COMPLIANCE application number.
 3. The date the exhibit was prepared.
 4. If necessary, this exhibit may contain multiple pages, but if so, each page shall contain a reference indicating the applicable page number and the total number of pages (e.g. Page 1 of 3).
 5. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower) who prepared the exhibit.
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SECTION C. INSTRUCTIONS FOR THE MAP EXHIBIT (EXHIBIT "B")

This exhibit must be drawn in black ink on the 8½" X 11" form provided in Exhibit "B" and must be prepared by a licensed land surveyor or a qualified registered civil engineer (registered prior to Jan. 1, 1982, with a R.C.E. number of 33965 or lower), and drawn to an acceptable engineers scale. The Map must contain the following information:

1. The assessor's parcel numbers for all involved properties.
2. A north arrow (top of map north).
3. Scale (number of feet per inch).

4. Vicinity Map showing the locate of the project in relation to the existing streets.
 5. The existing and proposed lot configuration for all properties involved showing bearings and distances for all property lines, and any existing easements. Use a heavy solid line for the merged parcel boundary and a lighter dashed line to delineate the original parcel boundaries.
 6. An original stamp and wet-signed signature of the licensed land surveyor or qualified registered civil engineer's who prepared the Map.
 7. The date the Map was prepared.
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SECTION D. INSTRUCTIONS FOR THE SITE PLAN EXHIBIT (EXHIBIT "C")

Because only certain information can be on the official Certificate of Parcel OF COMPLIANCE, a second map is required showing additional information necessary to verify compliance with the adopted City ordinances. This information may be submitted on the attached form labeled EXHIBIT "C" - SITE PLAN. The following information must be included on the Site Plan:

1. Name, address and telephone number of the applicant.
2. North arrow (top of map north)
3. Scale (number of feet per inch)
4. Legal description of the property.
5. The overall dimensions of the property and location of adjoining lot lines.
6. Location and names of adjoining streets. Accurately locate street centerline, and show any existing improvements such as curbs and curb cuts, gutters, and driveways.
7. Location of all existing buildings, structures, easements, and septic systems.
8. Location, dimensions, arrangement, and numbering of any parking spaces or existing and/or proposed parking and loading facilities.
9. Location and type of existing fencing, gates, walls.
10. An original stamp and wet-signed signature of the licensed land surveyor or a qualified registered civil engineer's who prepared the exhibit.
11. The date the exhibit was prepared.

RECORDING REQUESTED BY
THE CITY OF WILDOMAR

THIS AREA FOR RECORDER'S USE ONLY

When recorded, return to:

City of Wildomar
23873 Clinton Keith Road
Suite 201
Wildomar, CA 92595

CERTIFICATE OF PARCEL OF COMPLIANCE NO.

RECORD OWNERS	EXISTING PARCELS (Assessor Parcel Numbers)

LEGAL DESCRIPTION OF MERGED PARCELS
See attached Legal Description - Exhibit "A"

SIGNATURE(S) OF RECORDED OWNER(S) (Must be Notarized)

Print Name/Title:	Signature:

CITY OF WILDOMAR PLANNING DEPARTMENT APPROVAL

Signature: _____ Printed Name: _____ Date: _____

CITY OF WILDOMAR ENGINEERING DEPARTMENT APPROVAL

Signature: _____ Printed Name: _____ Date: _____

NOTARY ACKNOWLEDGEMENT

STATE OF CALIFORNIA)
COUNTY OF _____)

On _____ before me, _____
(Date) (Name and Title of officer)

personally appeared _____, who
(Name(s) of signer(s))

proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

{SEAL}

Notary Public

EXHIBIT "A" - LEGAL DESCRIPTION
CERTIFICATE OF PARCEL OF COMPLIANCE NO. _____

Scale: _____

Assessor's Parcel Number(s): _____

Section _____, Township _____ and Range _____

Date Exhibit Prepared: _____

EXHIBIT "B" - MAP
CERTIFICATE OF PARCEL OF COMPLIANCE NO. _____

Scale: _____

Assessor's Parcel Number(s): _____

Section _____, Township _____ and Range _____

Date Exhibit Prepared: _____

EXHIBIT "C" - SITE PLAN
CERTIFICATE OF PARCEL OF COMPLIANCE NO. _____

Scale: _____

Assessor's Parcel Number(s): _____

Section _____, Township _____ and Range _____

Date Exhibit Prepared: _____