



GLENN COUNTY
PLANNING AND PUBLIC WORKS AGENCY
777 North Colusa Street
Willows, CA 95988
(530) 934-6540
FAX (530) 934-6533
www.countyofglenn.net



INSTRUCTIONS FOR FILING APPLICATION FOR CERTIFICATE OF COMPLIANCE

The determination necessary for the issuance of a Certificate of Compliance shall be made by the Planning and Public Works Agency Director (Glenn County Code §15.150.010.B).

A Certificate of Compliance may be requested and issued only as provided in Section 66499.35 of the Subdivision Map Act and as provided in Chapter 15.150 of the Glenn County Code.

The following list is intended to meet the requirements of State of California Government Code Section 65940.

APPLICATION CHECKLIST:

1. The applicant shall pay the required application fee. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County. The current Application Fee is as listed in the Glenn County Master Fee schedule.
2. The application form shall be properly filled out and signed by the applicants and ALL property owners. All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation.
3. Preliminary Title Report (issued within 90 days) and Current Deeds.
4. Copy of Deed Recorded **PRIOR** to March 3, 1972 or official map.
5. Legal descriptions of each parcel. The legal description(s) shall be prepared, signed, and “wet stamped” by a licensed land surveyor or civil engineer. All legal descriptions will be checked by the Glenn County Engineering & Surveying Division. It is optional to submit the legal description(s) with the application. The legal description(s) will be required to record the Certificate(s) of Compliance.

6. One copy of the current County Assessor's Map with the property of the proposed project delineated on the map shall be submitted with the application.

7. **SITE PLAN REQUIREMENTS:**

Five (5) copies of a clear and legible site plan shall be submitted with the application. Additional copies of the site plan shall be submitted to the County upon request. The site plan shall be prepared by a licensed land surveyor or a registered civil engineer. The site plan shall be at least 8.5 inches by 11 inches. It shall be large enough to show all information clearly and shall be drawn using an engineer's scale. A legible and reproducible reduction of the map is also required if presented on sheets larger than 11 inches by 17 inches. The site plan shall contain the following information unless it doesn't apply to the specific project or project location:

- (a) Name, mailing address, and phone number of applicant(s).
- (b) Name, mailing address, and phone number of property owner(s) and a statement of their consent to the preparation of the map.
- (c) Name, mailing address, and phone number of engineer/surveyor who prepared the map and the date of preparation.
- (d) Current Glenn County Assessor's Parcel Number(s). The map should also include the legal and/or other sufficient description of the property to define the location and boundaries. Also include any source or map from which data were extracted to produce the map.
- (e) North arrow and scale. The map shall be drawn so that north faces the top of the page and shall be drawn to a scale. The scale of the map shall be indicated (i.e. graphic bar scale, verbal scale, representative fraction).
- (f) All property dimensions and acreage. Parcels less than one acre in area may be noted in square feet.
- (g) Locations of all existing buildings and structures including their dimensions and distances to all property lines (setbacks). All buildings and structures shall be labeled according to their type of use. Any existing buildings or structures proposed to be removed shall be identified.
- (h) Names, locations, and dimensions of all existing and proposed adjoining/adjacent streets or roads, width of road right-of-ways, and location of center of roads. Also show the locations and dimensions of

existing on-site curbs, gutters, sidewalks, road surface widths, and possible future street continuations.

- (i) The widths, location, and purpose of all existing and proposed easements on-site and show or describe off-site access easements serving the project.
- (j) Existing walls and fences including location, height, and construction material.
- (k) Locations and dimensions of all existing utilities including pipelines, sewer lines, irrigation and drainage facilities, fire hydrants within 300 feet of the project site, water wells, septic tanks and drain (leach) fields. Include a list of all firms and/or public districts supplying utility services. Sewage disposal and water supply shall comply with the Health standards (Chapter 15.660 & 15.670 of the Glenn County Code).
- (l) Locations of all watercourses including FEMA 100-year floodplain, reservoirs, rivers, creeks, ponds, and irrigation canals. Also illustrate mature trees, rock outcroppings, and similar natural features.
- (m) A small inset map indicating the location of the land in relation to the nearest major roads and/or significant features in the surrounding area or region.
- (n) Identify any other information on the site plan which may be pertinent to the specific project or site.

According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance of the application as complete is not an indication of approval.

If the application is deemed incomplete for further processing, the applicant may appeal this decision to the Planning Commission by filing a Notice of Appeal with the Planning & Public Works Agency within ten (10) days from the date of the written notice (Glenn County Code §15.050.040). The Notice of Appeal shall be submitted in writing and accompanied by the appeal fee as listed in the Glenn County Master Fee schedule.

The Planning & Public Works Agency or any other reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Divisions 13 of the State of California Public Resources Code.

CC _____

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APPLICATION FOR CERTIFICATE OF COMPLIANCE

NOTE: FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Applicant(s):

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

2. Property Owner(s):

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

3. Engineer/Surveyor:

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

4. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (Section 65091 California Government Code).

Name: _____

Mailing Address: _____

5. Address and Location of Project: _____

6. Current Assessor's Parcel Number(s): _____

7. Existing Zoning: _____

8. Existing Use of Property: _____

9. Proposed Use of Property: _____

10. Number of Lots to be Issued a Certificate of Compliance: _____

11. Size for Each Lot: _____

12. Provide any additional information that may be helpful in evaluating this proposal: _____

DECLARATION UNDER PENALTY OF PERJURY

(Must be signed by Applicant(s) and Property Owner(s))
(Additional sheets may be necessary)

The Applicant(s) and/or Property Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

Applicant(s):

Signed: _____

Print: _____

Date: _____

Address: _____

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s):

Signed: _____

Print: _____

Date: _____

Address: _____