

Certificate of Compliance (CC)

The following is a list of documentation required by the Planning Office in order to process your application for Certificate of Compliance. Your application will **not** be accepted unless it is signed by the property owner, accompanied by the current filing fee, and includes **all** the pertinent items described below. Following initial distribution and review of submitted materials additional information may be required. **Questions?** Contact: Planning Office (408) 299-5700.

Checklist of Required Application Materials

The documents listed below are **required** for your application and **must be submitted in electronic form through the County InSite Public Portal**. **Incomplete submittals will not be accepted**. All plans must be legibly drawn to an appropriate scale.

- Copy of Assessor's Parcel Map** (Available at the Assessor's Office-5th Floor, County Government Center)
- Copy of Current Recorded Grant Deed**
- Evidence showing legal creation of lot** (See "Deeds & Lot Legality" handout)
- Acknowledgements and Agreements Form**, signed by the owner or authorized representative.

Additional Application Materials that may be Required

The documents listed below **may or may not** be required for your Certificate of Compliance application. **Please consult staff to make an accurate determination**.

- Depending on the deeds or legal descriptions submitted**, the following additional information may be required:
 - If the certificate is requested for a portion of one APN, then a plan or map showing the entire APN with the area pertaining to the requested certificate highlighted or shaded should be included with the application.
 - Each copy of the deed must include the entire deed, with no pages missing.
 - The copies of the deeds must be clearly readable, with recording dates and numbers clearly shown.
 - If the deed includes an exception or more than one lot, parcel or description, the applicant must note on the deed which parcel, lot, description or exception pertains to the requested certificate of compliance.
 - Professional assistance maybe required for deed research and document preparation.
 - A Conditional Certificate of Compliance may be required if lot legality cannot be determined. In that case, the applicant will be required to file for a Conditional Certificate of Compliance, pay the applicable fee and provide additional recorded deeds, including a continuous chain of title/deeds for the property, starting with the deed recorded prior to June 25, 1969.

See Section C12-233 of the Santa Clara County Ordinance Code for regulations regarding Certificates of Compliance.