



City of Santa Barbara  
Public Works Department  
**CERTIFICATE OF COMPLIANCE  
SUBMITTAL GUIDELINES**

For a synopsis of related Certificate of Compliance issues, refer to the Certificate of Compliance Information Handout

**At the time of application, the Applicant shall pay the applicable fee and submit eight complete packets of the following to the Public Works Department Engineering Counter at 630 Garden Street:**

- Completed City Master Application
- Certificate of Compliance fee, per Resolution
  - Certificate of Compliance \$2,430.00 per lot or parcel
  - Conditional Certificate of Compliance \$4,540.00 per lot or parcel
- Current (six months or less) preliminary title report, title insurance policy or contract for sale, which shall describe the subject lot(s) or parcel(s) with specificity and identify the name and capacity of the Applicant.
- A copy of all deeds and other documents in the chain of title that may purportedly have subdivided the subject lot or parcel, including copies of all documents dated back to a Patent, if applicable, if the document that created the lot or parcel was a deed, or the parcel map or final map that purportedly created the lot or parcel, if not created by a deed.
- Summary describing each lot or parcel for which a certificate is sought and how each subject lot or parcel was created in compliance with the Subdivision Map Act and the City's Subdivision Ordinance. This summary should include;
  - The year when each lot or parcel was created and copy and reference to the document(s) creating the lot or parcel.
  - An explanation of how the creation of each lot or parcel complied with the laws applicable at the time the parcel was created.
  - Copies of any court decisions on which these conclusions are based.
- A legal description of each parcel titled "Exhibit A-1, A-2, A-3, etc."
- An accurate and legible 8½" x 11" Exhibit Map, titled "Exhibit B", submitted in a recordable form, with the subject parcel(s) shaded. Include existing property boundaries (distances and bearings) as shown in the legal description, showing each lot or parcel as indicated in the legal description of the requested Certificate of Compliance.

Note: If there are discrepancies between the requested legal description and the legal description recorded in title, additional information may be required which includes, but not limited to;

- Revised legal description(s) stamped by a licensed land surveyor.
- Survey closure calculations for each parcel.
- Title company contact name and phone number.

*For information call (805) 564-5388*