



**REQUEST FOR A
CERTIFICATE OF COMPLIANCE
FOR SUBDIVISION VERIFICATION**

SUBJECT SITE(S): _____

It is the desire of the undersigned to request a Certificate of Compliance for the property or properties indicated on the attached map.

I (We) request that a determination be made that such property or properties comply with the provisions of the Subdivision Map Act and other provisions of the Arcadia Municipal Code.

I (We) understand that the Certificate of Compliance does not relieve me (us) of the responsibility of complying with other applicable sections of the Arcadia Municipal Code.

PROPERTY OWNER'S SIGNATURE

PROPERTY OWNER'S SIGNATURE

**PROPERTY OWNER'S NAME
(PLEASE PRINT)**

**PROPERTY OWNER'S NAME
(PLEASE PRINT)**

PROPERTY OWNER'S ADDRESS

PROPERTY OWNER'S ADDRESS

TELEPHONE NUMBER

TELEPHONE NUMBER

REPRESENTATIVE'S NAME

REPRESENTATIVE'S ADDRESS

TELEPHONE NUMBER

FILING REQUIREMENTS

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- Completed application form
- An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- Filing Fee \$1,024
- A separate check payable to the Los Angeles County Recorder for the recordation of the Certificate of Compliance. The fee set by the Los Angeles County Recorder's Office is \$18 for the first page and \$3 for each additional page or portion of a page – a page is considered one side of a sheet 8 ½" x 11". If your request is denied, the check will be returned to you.
- Two (2) copies of any and all deeds.
- Two (2) copies of current title reports.
- Two (2) sets of scaled plans of the properties involved that accurately shows any and all existing and proposed property lines, easements, improvements, utilities, and trees (identified by genus and species) with trunk diameters of six (6) inches or greater when measured at three (3) feet above the adjacent grade. All items shown on the plan shall be accurately dimensioned and the sizes (square footage, no. of stories, height, etc.) of all items shall be accurately stated.
- Proposed legal descriptions prepared by a Civil Engineer or Surveyor registered and/or licensed by the State of California.