



Certificate of Compliance Checklist

Application Intake Meeting: All applications **require** an intake meeting with the planning and public works departments to ensure submittal requirements are met. A complete application will expedite the review process.

APPLICATION CHECKLIST:

INITIAL SUBMITTAL

- Completed Application Form & Fees: Property owner(s) must complete and sign form. Fee must be paid upon submittal. Contact a City Staff member at (805) 461-5000 for current fee.
- Preliminary title report: (current within six months) or complete Deed history;
- Legal Descriptions: Two (2) copies of legal descriptions completed by a licensed Surveyor.
- Additional Information: Any additional information or reports supporting proposed modifications can be submitted to help expedite the staff review including environmental review & analysis. Ex: may include site photographs, example photographs of requested modification, etc. Please call or set up a pre application meeting with a planner to determine if specific information is required.
- Electronic PDF copy of all plans and supporting documents

FINAL SUBMITTAL

- Signed Notarized Certificates of Compliance: These will be sent to applicant by staff after the review documents are approved
NOTE *Please contact your lender if signatures are required to authorize Certificate of Compliance. These may be required by your lender and may delay the process.*
- San Luis Obispo County Tax Certificate / Tax Bond
- Electronic PDF copy of all documents submitted.
- Any additional documentation requested by City Surveyor.

Applicants: *This checklist includes all the items you must submit for a complete application at initial submittal. Planning staff will use a copy of this list to check your application for completeness after it is submitted. Other items may be required as necessary as each project and project site is unique. If the application is not complete a notice of incompleteness will be sent within 30 days of initial application submittal. If you have any questions please call (805) 461-5035 and ask to speak with a Planner.*

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