



CITY OF GLENDORA, COMMUNITY DEVELOPMENT DEPARTMENT CERTIFICATE OF COMPLIANCE CHECKLIST

A *Certificate of Compliance* is a legal document which certifies that a parcel of land complies with the Subdivision Map Act.

Please submit all checklist materials to the Planning Division.
Thereafter, the Engineering Division will review.
Additional items may be required prior to approval.

	Submitted?
A. Submit a completed and signed Planning Application and Ownership and Consent Affidavit Form	
B. Submit Application Fee (see Fee Sheet)	
C. City Standard Certificate of Compliance Form (see Sample Form)	
D. Legal descriptions, Plat Map and Boundary Closure calculations - prepared by a person licensed to practice land surveying in the State of California.	
E. Preliminary Title Report (no more than 60 days old)	
F. Assessor Map showing the location of the parcel	
G. A copy of the most recent Property Tax Bill.	
H. Proof of legal access to the parcel, if the parcel does not front on a public street. Examples include the presence of a private street, or a recorded access easement from the property to a public street.	
I. Grant Deeds. Submit: a) Copy of the recorded deed that created the subject parcel, if the parcel was created prior to March 4, 1972; and b) Copy of the current owner's recorded grant deed; and c) Copies of all recorded deeds showing unbroken sequence of ownership from the creating deed to the current deed. <p style="text-align: center;">OR</p> a) Copy of an approved and recorded final map, parcel map, official map, lot line adjustment, or an approved certificate of exception; and b) Copy of the current owner's recorded grant deed for the subject parcel; the parcel description given in both documents must match.	
J. If the parcel is developed with buildings, also submit a site plan, fully dimensioned, showing the entire parcel, all structures, setbacks, adjacent streets, parcel dimensions and area in square feet.	

Upon approval of the Legal description and Plat Map, the applicant will record the Certificate of Compliance and provide the City of Glendora recorded copy.