



**City of Seal Beach**  
**Department of Public Works/Engineering**  
211 Eighth Street, Seal Beach, CA 90740  
Information: (562) 431-2527 FAX: (562) 430-8763

## **Information Sheet**

### **Administrative Certificate of Compliance**

#### ***Purpose:***

The Subdivision Map Act (Section 66499.30) states that no person shall sell, lease, or finance any parcel or parcels of real property or commence construction of any building for sale, lease, or financing thereon, except model homes, or allow occupancy thereof, for which a final map or parcel map is required by state law or local ordinance, until the final map or parcel map is in full compliance with state law and local ordinance and has been filed for record by the recorder of the county in which any portion of the subdivision is located.

A Certificate of Compliance (COC) is a document issued on a parcel of land stating that the division of land was legal, or in compliance with the laws and ordinances in effect at the time of creation. A COC only states compliance for the purposes of SALE, LEASE, or FINANCE, and does NOT guarantee that the parcel of land is a developable site.

The requirements for the City's review and approval of Certificates of Compliance and Conditional Certificates of Compliance are set forth in Seal Beach Municipal Code, Title 10, Section 10.35.015 and Section 10.35.020.

#### ***Section 1 – Submittal Requirements:***

##### **1.1 Review Fee:**

- \$500.00 Deposit (full cost recovery, including time and materials).

##### **1.2 Application:**






- Any owner of the property or a vendee of any owner of the property pursuant to a contract of sale may apply for a Certificate of Compliance. The Application must be notarized and list all owners of title.

##### **1.3 Exhibit Map (see attached sample map):**

- Drawn on 8 ½" x 11" paper if possible, use black ink or black copy on bond.
- Lettering height must be a minimum 1/8 inch (.125 inch) high UPPER CASE ARIAL FONT.



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- Use pen thickness and types as follows:
  - Property boundary: 1.20 mm 
  - Public road easement line: 0.50 mm 
  - Easement line: 0.30 mm 
  - Road centerline: 0.30 mm 
  - Off-site property line: 0.30 mm 
- Drawn to an engineer's scale, no reductions.
- Show parcel boundary with bearings and distances.
- Show location and use of all structures, property/easement lines, and utilities, and distances between.
- Show all easements and identify book and page of recording.
- Show distance from road centerline to public road easement line and identify road centerline with "C.L." symbol.
- Show street names and distance to the nearest intersection.
- Show title block, name of surveying firm, north arrow and scale (do not show APN's).
- Identify all adjacent subdivisions, certificates of compliances, records of survey, etc., with lot numbers and recording data (**use screened font**).
- After all corrections are completed per City staff requirements, the final exhibit map must be submitted to the City with all pages signed and wet stamped by a Registered Land Surveyor in the State of California.

**1.4 Closure Calculations:**

- After all corrections are completed per City staff requirements, the final closure calculations must be submitted to the City with all pages signed and wet stamped by a Registered Land Surveyor in the State of California.

**1.5 Complete Title Report:**

- Must be dated no more than 90 days prior to the submittal of complete package and remain max. 90 days old throughout the review process.
- Must cover all existing parcels and name current owner(s) of record.
- Any delinquent taxes must be paid and receipts submitted to the City.
- Any liens by public agencies must be cleared and a copy of a letter of release or other accepted proof of payment submitted to the City.



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- Must include all underlying documents, maps, exhibits, etc.

**1.6 Chain of Title:**

- Include copies of all deeds from the most present back to prior to 1972, for all parcels.

**1.7 Legal Description:**

- On 8 ½" x 11" paper using **12 pt UPPER CASE ARIAL FONT.**
- After all corrections are completed per City staff requirements, the final legal description must be submitted to the City with all pages signed and wet stamped by a Registered Land Surveyor in the State of California.

The Engineering Division will process, review, and approve the application prior to recordation of the Certificate of Compliance at the Orange County Recorder. For more information, please call (562) 431-2527, extension 1322.

***Section 2 - Submittal and Review Process***

The following outlines the requirements for the Administrative Certificate of Compliance.

- 2.1 Project Submittal:** The owner or surveyor submits the completed application along with all items listed in Section 1. The submittal will not be deemed complete unless all items are submitted and conform to the requirements outlined in Section 1. Submittals require City staff inspection for completeness at public counter. Incomplete submittal packages will not be accepted.

**Note:** Prior to submittal, please verify that **ALL FIELDS** of the application are completed.

- 2.2 Project Review:** The first review by City staff will be completed within 10 working days after receipt of a complete submittal package. The owner and surveyor will be sent via –mail a redlined checkprint of the legal description with exhibit map and a list of any additional requirements.

- 2.3 Final Submittal:** If not already submitted to the City, the final submittal shall include, but not be limited to the following:



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- Legal description and exhibit map wet stamped and signed by a Registered Land Surveyor in the State of California. All redlined comments must have been addressed.
- Proof that tax delinquencies and liens have been cleared up and receipt submitted to the City.
- Any other required documents.

**2.4 Final Approval:** After all required documents have been submitted, the Certificate of Compliance will be recorded at the County Recorder's Office by City staff or the owner's title company.

**NOTE:** The entire process from the submittal of a complete package to the recording of the Certificate of Compliance will take approximately 3 to 5 weeks, provided that the response time for each submittal is prompt.

**Attached Administrative Certificate of Compliance Sheets**

- Application: Administrative Certificate of Compliance (3 pages)
- Exhibit A: Sample Exhibit Map - (1 page)



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**APPLICATION**  
**ADMINISTRATIVE CERTIFICATE OF COMPLIANCE**

**Note:** Prior to submittal of this Application, please read the “*Information Sheet – Administrative Certificate of Compliance*” available from City Staff or on the City website.

**TYPE OR PRINT LEGIBLY – SHOW ALL INFORMATION – use additional pages if necessary**

**Date of Submittal:** \_\_\_\_\_

PROJECT	
ADDRESS	COC
LOCATION (INCLUDE CROSS STREETS)	
APN (ALL PARCELS)	

OWNER		
NAME OF LEGAL OWNER(S) (AS SHOWN IN TITLE REPORT)		
MAILING ADDRESS, CITY, STATE, ZIP		
NAME OF CONTACT PERSON		
PHONE	FAX	E-MAIL

SURVEYOR		
NAME OF CONSULTING FIRM		
MAILING ADDRESS, CITY, STATE, ZIP		
NAME OF CONTACT PERSON		
PHONE	FAX	E-MAIL



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PROJECT CONTACT			
WHO WILL BE THE CONTACT FOR THIS PROJECT? (Circle as appropriate)	OWNER	SURVEYOR	OTHER, IDENTIFY BELOW
NAME OF CONTACT PERSON			
MAILING ADDRESS, CITY, STATE, ZIP			
PHONE	FAX		E-MAIL

**SUBMITTAL CHECKLIST:**

**OWNER OR SURVEYOR MUST INITIAL SUBMITTED ITEMS BELOW:**

OWNER/ SURVEYOR	CITY STAFF	SEE "ADMINISTRATIVE CERTIFICATE OF COMPLIANCE SUBMITTAL REQUIREMENTS" FOR DETAILED DESCRIPTION OF ITEMS 1-6 BELOW
_____	_____	1) Completed Application Form
_____	_____	2) Title Report (all parcels, 90 days old maximum)
_____	_____	3) Chain of Title
_____	_____	4) New Legal Description (1 copy)
_____	_____	5) Exhibit Map (1 copy)
_____	_____	6) Review and Processing Fee Deposit - \$500 (full cost recovery, including time and materials)



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**OWNER'S CERTIFICATION** (Notary required for all signatures)

The undersigned hereby acknowledges being the record owner(s) of the property contained within this project and hereby consents to the processing and recording of the Certificate of Compliance; and further acknowledges that they understand the Administrative Certificate of Compliance Requirements associated with this application.

PRINT OWNER'S NAME (as shown in Title Report):

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SIGNATURE:

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PRINT OWNER'S NAME (as shown in Title Report):

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SIGNATURE:

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PRINT OWNER'S NAME (as shown in Title Report):

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SIGNATURE:

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PRINT OWNER'S NAME (as shown in Title Report):

---

SIGNATURE:

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Use additional page if more space is required for Owner's Certification (Attach notary acknowledgement(s) for each signature)



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## **EXHIBIT A**

### **SAMPLE EXHIBIT MAP**