



600 Sixth Street ♦ Lincoln, California 95648 ♦ www.ci.lincoln.ca.us

CERTIFICATE OF COMPLIANCE

NOTE: IF YOU HAVE ANY QUESTIONS OR WOULD LIKE TO SET UP A
PRE-APPLICATION MEETING WITH STAFF PRIOR TO FORMAL
SUBMITTAL CONTACT THE PLANNING DEPARTMENT (916) 434-2470

Updated 9/24/2020

FILING PROCEDURES FOR APPLICANTS

After your application is filed with the Development Services Department, it will be checked to determine if all accompanying documents and required information have been submitted and if the application is complete. **If the application is complete, your project will be scheduled for the next available Design Review Committee meeting.**

Since no approval can be granted by the Planning Commission until a project has been considered by the Design Review Committee, it is in the applicant's best interest to supply as much technical information and data as possible. This information will assist the City in making a determination on the project. The consequence of not providing clear and accurate information could result in processing delays and/or denial.

The Design Review Board will review the application according to Lincoln Municipal Code section 18.68 and evaluate the application based upon general site utilization and general architectural considerations. At which time the Design Review Board will make a report and present it to the Planning Commission, which will - approve, approve with conditions, deny or modify the recommendations of the Design Review Board.

I have read and understand the information contained on this page:

Applicant Signature

Date

CERTIFICATE OF COMPLIANCE
APPLICATION INFORMATION

PURPOSE

Any person owning real property or a person buying a real property in connection with a contract sale may request a determination from the City that the property complies with State law and the provisions of the City of Lincoln ordinances, (Section B6499.35 (a) of the Subdivision Map Act).

This provision of the Map Act is most often used when a prospective buyer of a piece of property wants an assurance that the parcel they wish to buy was created legally. It is also used to validate parcels created as non-valid building sites through the Minor Land Division process.

It should be noted that Certificates of Compliance, except in rare instances, do not address a parcel's buildability. Whether a parcel can be built upon is a function of those environmental constraints or those ordinances which govern such activities that are in effect at the time of building permit application.

PROCESSING

1. Complete the application form and file with the current filing fee.
2. Three copies of deeds which first created this parcel or which transferred this parcel at a time when such a transfer and parcel configuration complied with State and local law.
3. Three copies of any deeds which changed the property's description between the time the parcel was created and the present.
4. Three copies of current owners executed deed and Title Report for each existing parcel (to be dated not more than 90 days prior to submittal).
5. Closures prepared by a professional engineer or licensed surveyor.
6. New legal description 8-1/2" X 11" or 8-1/2 X 14" (all pages must be wet stamped and signed by a professional civil engineer or licensed surveyor).
7. Fifteen (15) copies of the display map using taped or known measurements of the property shall be clearly and legibly drawn on one sheet of paper, (at least 8-1/2" X 11" in size). The map shall be wet stamped and signed by a professional engineer or licensed land surveyor and also contain the following information:
 - a. Boundary line and dimensions of parcel being reviewed.

- b. All existing structures together with their dimensions, approximate distance between structures, and approximate distance from boundary lines.
- c. Names, locations and widths of all existing, traveled ways, including driveways, streets, and rights-of-way known to the owner, as to the location on or near the property.
- d. Approximate area of property.
- e. Approximate location and dimensions of all existing easements, wells, leach lines, seepage pits, water lines, sewer services or other underground structures.
- f. Approximate location of all creeks and drainage channels and a general indication of slope of the land.
- g. North arrow and approximate scale of drawing.
- h. Vicinity map to show the subject property in relation to existing City and/or County roads, and adjacent properties sufficient to identify it for field review.
- i. Assessor's parcel number section, township, and range.
- j. Names of property owners and applicant (if any).

CITY OF LINCOLN
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Lincoln, CA 95648
(916) 434-2470

CERTIFICATE OF COMPLIANCE APPLICATION

NOTE: THE CITY CANNOT ACCEPT APPLICATIONS ON TAX DELINQUENT PROPERTY

1. Property Owner _____ Telephone _____

Address _____
City State Zip Code

2. Applicant _____ Telephone _____

Address _____
City State Zip Code

3. Engineer/Surveyor _____ Telephone _____

Address _____
City State Zip Code

4. Assessor's Parcel Number(s) _____

5. Size of property (acreage or square feet) _____

6. Property address or location _____

7. Volume and page of deed when subject parcel was first created (not subsequently transferred): Volume _____ Page _____

NOTE: On lot splits only, county taxes must be brought current. After March 1st of the given year, the year's installments must be prepaid. Receipts must be submitted to the City. Between March 1st and September 1st, a bond may be posted for the following year's taxes; all other times require full payment.

Signature

(Indicate if property owner or if buying subject to contract of sale)

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PARCEL MAP WAIVER FORM

P- _____

Loc: _____

I (we) hereby request a Certificate of Compliance be issued for Assessor's Parcel Number(s) _____ in lieu of a parcel map.

Lot Line Adjustment

Lot Merger

Lot Split

I (we) have, as of this date, filed a tentative map application with the City of Lincoln Department of Community Development

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ALL RECORD OWNERS SHALL HAVE THEIR SIGNATURES NOTARIZED ON THIS FORM

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Owner (name as it appears on title report) Date

Address _____
City State Zip Code

Signature: _____ Telephone: _____

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Owner (name as it appears on title report) Date

Address _____
City State Zip Code

Signature: _____ Telephone: _____

.....

Owner (name as it appears on title report) Date

Address _____
City State Zip Code

Signature: _____ Telephone: _____

.....

Approved By: City of Lincoln

WHEN RECORDED, RETURN ORIGINAL TO:

CITY OF LINCOLN
DEVELOPMENT SERVICES DEPARTMENT
600 SIXTH STREET
LINCOLN, CA 95648

CERTIFICATE OF COMPLIANCE

Acting at the request of _____,
the Planning Commission of the City of Lincoln, pursuant to Section 66499.35 of the State
Subdivision Map Act and Title 17 (Subdivision Regulations) of the City of Lincoln Municipal Code,
hereby certifies that the:

1. following real property complies with all applicable provisions of the Subdivision Map Act
and with local ordinances enacted pursuant thereto; and
2. issuance and recordation of this Certificate of Compliance has been duly authorized and
approved.

The real property to which this certificate applies is located in the City of Lincoln, County of Placer,
State of California, and is more particularly described as follows:

* APN: _____

* ATTACH ENGINEER'S PLOT PLAN AND LEGAL DESCRIPTION EXHIBITS HERETO

NOTES:

1. Engineer or surveyor shall set sufficient durable monuments to conform with the standards
prescribed in Section 8771 of the Business and Professions Code.

CITY OF LINCOLN PLANNING COMMISSION

BY: _____
CITY ENGINEER RCE# _____

State of California
County of Placer

On _____ before me, _____, Notary Public,
personally appeared _____ personally known to me -
OR - proved to me on the basis of satisfactory evidence to be the person whose name is
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.
