



## CERTIFICATE OF COMPLIANCE APPLICATION GUIDE

**SISKIYOU COUNTY PLANNING DIVISION**  
806 South Main Street, Yreka CA 96097  
Phone: (530) 841-2100 / Fax: (530) 841-4076

### WHAT IS A CERTIFICATE OF COMPLIANCE?

A Certificate of Compliance is a determination by the local agency (the Planning Division) whether a parcel of land was or was not created in compliance with the Subdivision Map Act in effect at the time the parcel was divided.

### WHO NEEDS A CERTIFICATE OF COMPLIANCE?

Any person owning real property or a person, pursuant to a contract of sale of real property, may request a Certificate of Compliance. Such a request could arise from uncertainty on the part of the owner, purchaser or title company as to the legality of a parcel with respect to County Codes or the Subdivision Map Act.

### HOW DO I OBTAIN A CERTIFICATE OF COMPLIANCE?

The Siskiyou County Planning Division, 806 S. Main St., Yreka, will provide you with the application and zoning information. Application forms are also available online. The application must be completed by a Registered Professional Engineer, Surveyor, Architect or Professional Planner. It is reviewed by County Planning and other County departments prior to action by the Deputy Director of Planning or, if appealed, action by the Planning Commission.

### WHAT KIND OF INFORMATION MUST I PROVIDE ON THE APPLICATION FORMS?

General information needs to be provided on the owner and applicant (name, address, telephone) and the property (address, Assessor's parcel number, zoning, acreage, type of access). Attachments to this application should include any documentation you have regarding this property; i.e., deeds, quitclaim deeds, etc. and any building permits or septic permits that have been issued. A chain of title and all applicable deeds must be submitted with this application. Signature of the property owner(s) is required at time of submittal of application to Planning for processing.

### HOW MUCH WILL THE APPLICATION PROCESS COST?

Planning Department - The Siskiyou County Planning fees can be obtained from the third page of the Department's Application for Development Review. Also Section 10-6-1601 of the County Code also provides additional information on development fees. Planning fee checks should be made payable to Siskiyou County.

Siskiyou County Clerk – (**OPTIONAL**) May be paid upon project final approval by Deputy Director of Planning for posting of NOE by county clerk. Checks should be made payable to Siskiyou County Clerk.

Siskiyou County Public Health Department - Most projects require Environmental Health Department sewer and water clearance prior to filing the Planning Department application. Please contact the Siskiyou County Environmental Health Department to determine the fee and obtain the application requirements.

Siskiyou County Public Works Department - In order to defray the cost of the Public Works engineering review, the Planning will collect a fee set by application type. This fee can be obtained from the third page of the Application for Development Review form. Please note that the fee has been set to cover the cost of the average application. Certain applications will require additional review and an additional deposit will be required against which the costs of the additional review will be billed. Section 10-6.1601 of the County Code provides additional information on how this is calculated. The initial fee must be included with Planning's application fee (check made payable to Siskiyou County).

### **HOW LONG WILL THIS TAKE?**

The CERTIFICATE OF COMPLIANCE will take 30-45 days depending upon when the application is accepted by County Planning. This precludes an appeal period between approval and final recording.

### **WHO REVIEWS AND WHO APPROVES THIS APPLICATION?**

The initial review is by the Planning Division for completeness and coordination with agencies having requirements applying to the property, such as Environmental Health for sewer and water, Department of Public Works for access to the property, the Siskiyou County Assessor's office who would review it for documentation and any applicable Property Owners Association/Homeowners Association. Conditions placed on a Certificate of Compliance must be at least those which would have applied at the time the parcel was subdivided. The final decision and any conditions attached are made by the Deputy Director of Planning. However, any decision of the Deputy Director is appealable to the Planning Commission during the 10-day period after the action.

### **WHAT IS THE PROCESS THAT MAKES THIS PARCEL A LEGAL PARCEL ACCORDING TO COUNTY CODE?**

After being approved by the Deputy Director of Planning, and once the legal description of the parcel (as prepared by a professional) is recorded with the Siskiyou County Recorder's Office by the Planning Division, along with a "Certificate of Compliance," then your parcel is determined a legal parcel according to County Code.

Some parcels will have conditions such as creating access which must be completed before the parcel is considered legal. In this case, a "Conditional Certificate of Compliance" is recorded stating the conditions involved. When all conditions have been met and so certified to the Planning Department, a Certificate of Compliance will be recorded as indicated above.

**FOR STAFF USE ONLY**

Application Number – CC - \_\_\_\_\_

End of Review Period - \_\_\_\_\_

**SUPPLEMENTAL APPLICATION INFORMATION**

- I. Township \_\_\_\_\_ Range \_\_\_\_\_ Section(s) \_\_\_\_\_
- II. Date Property Purchased: \_\_\_\_\_
- III. Existing Parcel Information:

APN(s):	Owner	Address

VI. Explain purpose of the Certificate of Compliance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VII. ACCESS**

To avoid any delay in the processing of this application, all evidence of access from a public road to your Boundary Line Adjustment must be submitted with your application. For any questions concerning the access, contact:

Department of Public Works  
1312 Fairlane Road  
Yreka, California 96097  
Phone: 530-842-8250

VIII. WATER SUPPLY AND SANITARY DISPOSAL FACILITIES

Applicants shall include a signed statement from the Public Health Department verifying they have received sufficient information to fully evaluate the proposed project. This form (included in this packet) shall be used for all applications regardless of the type of sewer and water supply as part of an application packet submitted to the Planning Division. Applications will not be accepted without this form.

- Projects served by **both** community water and sewer systems do not require Public Health Department clearance prior to submitting an application packet.

IX. PROPERTY OWNERS ASSOCIATION/HOMEOWNERS ASSOCIATION: (If not applicable, please indicate as such.)

Name of Property Owners Association or Homeowners Association	Phone Number
Address	Contact Person

X. ATTACH THE FOLLOWING DOCUMENTS:

1. Map of subject property and all applicable information.
2. Legible copy of current owner's grant deed or contract of sale.
3. Map and copies of deeds of all the property owned by the owner/applicant that is contiguous to the subject real property or which was owned by the owner/applicant since the 26th day of March, 1970, and which would have been contiguous to the subject real property if it had not been conveyed to someone else.

IF NONE, SIGN HERE \_\_\_\_\_

4. A legal description for the subject property typed on plain white paper, 8-1/2" x 11" with one inch borders so that it can serve as a legal description to be attached to the Certificate of Compliance.
5. A chain of title showing all recorded transfers of title covering the subject property for the time period hereinabove provided together with a statement under penalty of perjury indicating any unrecorded transactions involving the subject property or a statement from the owner(s) and applicant(s), which statement is to be made under penalty of perjury showing all transactions involving the subject property or property owned by the owner(s) and/or applicant(s) since the 26th day of March, 1970, which would have been contiguous to the subject real property if it had not been conveyed to someone else.

**PLEASE READ IMPORTANT NOTICES  
ON THIS PAGE**

**OPEN RANGE NOTICE**

Siskiyou County is an Open Range county. You must fence livestock out! Copies of the laws affecting your property are available in the offices of the Planning Department and the Building Inspector. These laws do affect your property and you should be aware of their provisions.

**NOTICE TO APPLICANTS REGARDING SISKIYOU COUNTY'S POLICY  
PERTAINING TO AGRICULTURAL OPERATIONS**

Siskiyou County has established agriculture as a priority use on productive agricultural lands, and residents of property in agricultural districts should be prepared to accept some inconvenience or discomfort from normal and necessary farm operations.

It will be recognized that the property in question may be in the vicinity of property utilized for agricultural purposes and residents of the development may be subject to the inconvenience or discomfort arising from the use of agricultural chemicals including herbicides, pesticides, and fertilizers; and from the pursuit of agricultural operations including plowing, spraying, pruning, and harvesting, which occasionally generates dust, smoke, noise and odor.