



"Preserving Our Past, Enriching Our Present, Building Our Future"

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**CERTIFICATE OF COMPLIANCE
APPLICATION GUIDELINES**

Certificates of Compliance for the City of Jackson are processed in accordance with Chapter 17.102 of the City Code. A Certificate of Compliance is a formal verification that the parcel(s) of land within the City’s jurisdiction constitutes a legal parcel for purposes of the Subdivision Map Act (Government Code Section 66499.35) and City Code.

Determining whether a parcel is deemed compliant is a matter of fact determined by the City Engineer. Decisions of the City Engineer may be appealed to the City Council.

It is the applicant’s responsibility to submit all appropriate maps, plats, deeds, and other information required for the City Engineer to make a determination. A title company or surveyor of your choice is often helpful in collection of appropriate information.

An application for a Certificate of Compliance may consist of a letter from the applicant, the property owner, or an authorized agent that includes a request for a Certificate of Compliance determination, a completed application, payment of the City fee of \$_____, and receipt of the record information that supports the request.

Requests will be processed in a timely manner (within 15 days of receipt of application by the City Engineer). Clear, concise backup data will expedite determination. The City Engineer will notify applicants in writing when a Certificate of Compliance is approved, conditionally approved, or denied. In most cases, a certificate of compliance in the form attached hereto would be recorded and a copy sent to the applicant.

When compliance cannot be established, applicants may be asked to provide additional information to support the request. A Conditional Certificate (subject to review of the Planning Commission) may be issued, or the application denied. The City’s goal is to issue a Certificate of Compliance wherever possible, but record search and chain of title work, when required, must be provided.

Questions regarding Certificates of Compliance may be directed to the City Planner at 209-223-1646 or the City Engineer at 209-754-1824.

APPLICATION FOR CERTIFICATE OF COMPLIANCE

DATE: _____

APPLICATION FEE: \$ _____

APPLICANT: (Name) _____
(Address) _____
(Telephone Number) _____

AGENT: (Name) _____
(Address) _____
(Telephone Number) _____

ASSESSOR PARCEL NO. _____

DEED REFERENCE: _____

ADDRESS OF PARCEL: _____

Information in support of this application is attached and includes:

Document Reference:

Record Deeds:

Record Maps:

Applicant certification, signature(s), and agreement to pay application processing costs.

I hereby certify that the statements furnished herein and on any attached pages present the data required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

I hereby certify that I own or am the authorized representative of the owner of the land hereby requesting Certificate of Compliance approval and that I am aware of and do agree to pay the hourly rates as established by Resolution of the City of Sutter Creek for the time spent by the City staff as necessary to process, review and provide consultation to the City concerning this application. I am also aware that said hourly charges are in addition to set fees required for preliminary review and administration and may also include charges to monitor compliance with conditions of approval if my request is approved.

Printed Name Date

Signature

CERTIFICATE OF COMPLIANCE FEE: \$ _____

Payment: \$ _____ Check #: _____ Date: _____ By: _____