Planning Department
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HOW TO SUBMIT A CERTIFICATE OF COMPLIANCE APPLICATION

1. PREFACE: A Certificate of Compliance may be applied for to 'certify' that an existing parcel of land was created in compliance with the provisions of the California Subdivision Map Act and local ordinances.

2. CONSULTATION: To avoid unnecessary expense and delay consult with the Inyo County Planning Department for a preliminary review and discussion of your proposal in order to answer any questions regarding the application and processing procedures, there is no fee for this meeting. You may also request a formal pre-application meeting for which there is a fee.

3 PLANNING DEPARTMENT MAIN APPLICATION: The Main Application Form must be completed in its entirety with the Certificate of Compliance box checked and must be signed by the authorized property owner of the property for which the Certificate of Compliance is being sought. The Processing Fee Agreement Form must also be filled out in its entirety and accompany the Main Application Form.

4. ENVIRONMENTAL INFORMATION FORM: The information requested by this form assists the County in preparing the appropriate environmental documentation as required by the California Environmental Quality Act (CEQA).

5. PREPARATION OF THE CERTIFICATE OF COMPLIANCE EXHIBIT MAP: The Certificate of Compliance Exhibit Map must be prepared by a California licensed surveyor or California registered civil engineer. The surveyor/engineer shall obtain a Certificate of Compliance Exhibit Map number from the Inyo County Planning Department before submission of the Certificate of Compliance Exhibit Map for processing.

6. CERTIFICATE OF COMPLIANCE APPLICATION PACKAGE: Submission of the following normally constitutes a complete application:
1. One original Main Application Form with the Certificate of Compliance box checked and the Environmental Information Form filled out.
2. One original Processing Fee Agreement Form.
3. At a minimum, one 18"x26" print and one 11"x17" or 8.5"x11 print, depending on scale and legibility of the Certificate of Compliance Exhibit Map must also be included.
4. Preliminary Title Report. For each property, obtain a copy of a preliminary title report prepared by a title company within 30-days of submission of the application.
5. The Certificate of Compliance Exhibit Map, if required, must be depicted as set forth in the Inyo County Subdivision Ordinance 16.48.050 Matters Required, as follows:
    A. The certificate of compliance number as secured from the county planning department;

B. Sufficient legal description of the land as to define the boundaries;

C. A vicinity map;

D. Locations, names and existing widths of all adjoining highways, streets and ways;

E. Widths and approximate locations of all existing and proposed easements, whether public or private for roads, drainage, sewage and public utility purposes;

F. The approximate lot layout and the approximate dimensions of each lot (if the certificate is for multiple lots);

G. Approximate boundary of all areas subject to inundation or storm water overflow, and the locations, widths and directions of the flow of all watercourses;

H. Source of water supply;

I. Proposed method of sewage disposal;

J. Date, north point and scale;

K. Number for each lot;

L. Existing use(s) of the property and the approximate outline, to scale, of any existing buildings or structures and their locations in relation to existing streets.

7. FILING FEES: Fees are required to initiate the processing of the Certificate of Compliance. County fees for the Certificate of Compliance application and environmental review are indicated on the Planning Department's fee schedule.

NOTE: THIS APPLICATION MAY REQUIRE A PUBLIC HEARING BEFORE THE INYO COUNTY PLANNING COMMISSION. YOU OR A REPRESENTATIVE MUST BE PRESENT TO ANSWER ANY QUESTIONS. FAILURE TO APPEAR MAY RESULT IN THE PUBLIC HEARING BEING CONTINUED OR THE APPLICATION DENIED.