

City of Sutter Creek
18 Main Street
Sutter Creek, CA 95685
209-267-5647

www.cityofsuttercreek.org

RECEIVED: _____

FEE PAID: _____

Submission Requirements

1- Application*

2- Map*

3- Fees (*Refer to current fee schedule. All Fees must be paid at City Hall*)

**All documentaion must be submitted via the application portal on the City website*

CERTIFICATE OF COMPLIANCE APPLICATION

Page 1 of 2

Applicant: _____

Project Address: _____

APN: _____

Deed References
(book and page): _____

Property Owner:

Name: _____

Mailing Address: _____

City: _____ State: _____

Phone: _____

Email: _____

Zip: _____

Is this person the project contact? If not, please specify who the contact person is.

Name: _____

Email: _____

Mailing Address: _____

Information in support of this application is attached and includes:

Document Reference:

Recod 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

Signature

Date

APPLICATION GUIDELINES

Certificates of Compliance for the City of Sutter Creek are processed in accordance with Chapter 17.29 of the Subdivision Ordinance. A Certificate of Compliance is a formal verification to an applicant that the given parcel of land within the City's jurisdiction constitutes a legal parcel for purposes of the Subdivision Map Act and local ordinance.

Determining whether a parcel is deemed compliant is a matter of fact determined by the City Engineer.

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

An application for a Certificate of Compliance may consist of a letter from you the applicant, the property owner, or your authorized agent that includes a request for a Certificate of Compliance determination, a completed application, and payment of the City fee of \$465, and receipt of the record information that supports your 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 inform you 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 you.

When compliance cannot be established, you will be asked to provide additional information to support your case, or a Conditional Certificate (subject to review of the Planning Commission) will be issued, or your application will be denied. Our goal is to assist you and issue a Certificate of Compliance wherever possible, but record search and chain of title work, when required, must be provided by you, your surveyor, or a title company.