



**CITY OF ESCONDIDO**  
 Planning Division  
 201 North Broadway  
 Escondido, CA 92025-2798  
 (760) 839-4671  
 Fax: (760) 839-4313

FOR INTERNAL USE ONLY	
Case No.:	_____
Date Submitted:	_____
Fee:	_____
Receipt No.:	_____
Planner:	_____
Date COC Issued:	_____

**CERTIFICATE OF COMPLIANCE APPLICATION**

**APPLICANT/CONTACT PERSON**

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**OWNER** (If multiple owners/addresses, attach additional sheets as necessary.)

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 (authorizing applicant to submit application)

**SITE INFORMATION**

Property Address: \_\_\_\_\_  
 Assessor's Parcel No.(s): \_\_\_\_\_  
 General Plan Designation: \_\_\_\_\_

Tier/Neighborhood: \_\_\_\_\_  
 Zoning: \_\_\_\_\_  
 Overlay Zone: \_\_\_\_\_

**REASONS FOR REQUEST OF CERTIFICATE OF COMPLIANCE:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**STAFF COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

## **CERTIFICATE OF COMPLIANCE**

The purpose of a Certificate of Compliance (COC) is to determine whether a lot (or lots) has been created legally.

Prior to submittal of a Certificate of Compliance application, a pre-application meeting with a member of the Planning staff is highly recommended to answer any questions and to ensure that the application will be completed as required. Appointments for a pre-application meeting can be scheduled by contacting the Planning Division at (760) 839-4671.

### **Submittal Requirements**

The following shall be required in order to accept an application as complete. As determined by the Director of Community Development, additional information not listed below may be required to make a complete application. This will be determined on a case-by-case basis.

1. Completed and signed application form (must be signed by all property owners, attach additional sheets as necessary).
2. Copies of current Title Reports (within last six months) including legal descriptions and Grant Deeds for each property involved.
3. Copies of all Grant Deeds dating back at least one deed prior to the creation of the lot(s) for which the certificate is being requested.
4. Fee for each lot to be certified.

### **Procedure**

Certificates of Compliance are administered pursuant to the State Map Act and **Section 32.404** of the Zoning Code.

Once the application is submitted, the Planning Staff will review the information for completeness. The application will be routed to other City Departments and to outside agencies as necessary. Once comments are received, staff will notify the applicant in writing if additional information is required.

Within fifty (50) days of the determination of a complete application, staff will make a determination whether to issue a Certificate of Compliance or a Conditional Certificate of Compliance which will list conditions that must be met in order for a Certificate of Compliance to be issued. Once all of the required conditions are met, a Certificate of Compliance will be issued.

The completed Certificate of Compliance must then be recorded at the County Recorder's Office by the applicant.

**Signatures.** Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

**Applicant**

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Owner**

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Architect/Engineer**

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: \_\_\_\_\_

Date: \_\_\_\_\_

Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

# DESIGN LIMITATIONS FOR PROFESSIONALS



**STRUCTURAL ENGINEERS**  
No limitations; may design any building of any type.

**CIVIL ENGINEERS**  
May design any building except hospitals or schools.

**ARCHITECTS**  
May design any type building with these exceptions

- The structural portion of a hospital.

## UNLICENSED PERSONS

Limited to design of:

- Single-family dwellings of woodframe construction not more than two stories and basement in height
- Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. Not more than four dwelling units per lot.
- Garages or other structures appurtenant to dwellings of woodframe construction not more than two stories and basement in height.
- Agricultural and ranch buildings of woodframe construction.\*
- Nonstructural store fronts, interior alterations or additions, fixtures, cabinet work, furniture, or other appliances or equipment including nonstructural work necessary to provide for their installation.
- Nonstructural alterations or additions to any building necessary to or attendant upon the installation of such storefronts, interior alterations or additions, fixtures, cabinet work, furniture, appliances, or equipment.
- May not design any component that affects the safety of any building or its occupants, including but not limited to structural or seismic components.

\* Unless the building official having Jurisdiction deems that an undue risk to the public health, safety or welfare is involved.

**APPLICABLE STATUTES**  
6731, 6736, 5537.1 of B & P Code

**APPLICABLE STATUTES**  
15013 of H & S Code  
5537.5, 6731, 6735 of B & P Code

**APPLICABLE STATUTES**  
15048 of H & S Code  
5500.1, 6737 of B & P Code

**APPLICABLE STATUTES**  
5537, 5538, 6737.1 of B & P Code