



CITY OF GRASS VALLEY ENGINEERING DIVISION

125 East Main Street
Grass Valley, CA 95945
530-274-4373
Fax: 530-274-4399

CERTIFICATE OF COMPLIANCE

DEFINITION

A Certificate of Compliance (COC) is a document which states that the real property identified on the certificate was created in compliance with the State Subdivision Map Act and local codes and requirements. A COC is most often used for parcels which were created by deed instead of a recorded map (a recorded parcel or final map constitutes a COC). Many title companies request this verification prior to issuing title insurance.

A COC is not a guarantee that the parcel is a buildable site or that subsequent building permits will be issued. The property owner must still comply with all applicable requirements. In addition, a COC does not indicate or verify the legality of the use or structures on the property.

APPLICATION PROCESS

- 1) Submit a completed General Application Form to the Engineering Division at City Hall along with the following items:
 - a) Fee (see current Fee Schedule).
 - b) Title Report issued by a title company and current within the past 6 months.
 - c) Certificate of Compliance exhibits prepared by a licensed surveyor and in a form acceptable for recordation.
 - d) Legal description of each lot, prepared by a licensed surveyor and in a form acceptable for recordation.
 - e) Chain of Title history from the date of formation of the separate lots.
- 2) The Engineering Division will make a determination of completeness of the application within 30 days (as required by State law). You will be notified if your application is incomplete and what items must be submitted before processing can begin.
- 3) Within four to six weeks of the application being deemed complete, the City Engineer will make one of the following determinations:
 - a) If the property is found to be in compliance with the Subdivision Map Act and local codes and requirements at the time the lots were created, the City Engineer will prepare a COC which will be recorded along with the applicant supplied exhibits and legal descriptions.
 - b) If the property is in violation of the Subdivision Map Act or local codes and requirements at the time the lots were created, the City Engineer may impose any conditions that would have been applicable to the legal creation (or division) of the property. The fulfillment or implementation of these conditions would be required prior to the issuance of a building permit or other grant of approval for development to the property. Upon making this determination, a conditional COC would be filed.

The action of the City Engineer is final unless an appeal in writing and appropriate fee is received by the Engineering Division within ten business days from the date of action. The appeal will be presented to the City Council.

Incomplete or unclear applications will result in a delay in processing your application.

FOR FURTHER INFORMATION

Contact the Engineering Division at (530) 274-4373.