



CITY OF VISTA

Certificate of Compliance Submittal Requirements

Purpose of Certificate of Compliance

Determination if real property complies with the provisions of the Subdivision Map Act and Local Ordinances. (legal parcel status)

Submittal appointment with Land Development Division is required. Incomplete submittal will not be accepted.

Planning Case Number: P _____ - _____

Date: _____

JOB ADDRESS, APN: _____

ENGINEER OF WORK (Name, Address, Phone, Email):

OWNER (Name, Address, Phone, Email):

PROVIDE DIGITAL SUBMITTAL of the following through file sharing link or USB drive (see submittal organization below).

- (Digital + 1 copy) **Transmittal Letter** from Engineer of Work listing all items been submitted
- (Digital + 1 copy) **Certificate of Compliance Application Form** signed by Current owner or Applicant (with proof of authorization from the owner).
- (Digital + 2 copy) **City Certificate of Compliance Form** with Exhibit 'A' (legal description of parcel) and Exhibit 'B' (plat map of parcel)

Legal Description should be:

- o Prepared on 8 1/2" x 11" sheet with a 1" margin adhering to County recorders document standards.
- o Include legal access to parcel if not adjoining public road or adjacent parcel with common ownership.
- o Based on record data per vesting deed(s), maps or records of surveys of the parcel. If based on record of survey in process provide a preliminary copy.
- o Number all sheets beginning with Certificate of Compliance form (Example: Sheet 1 of 3)
- o Legal Description must be prepared, signed, and stamped by a Professional Land Surveyor (PLS) or Registered Civil Engineer (RCE) with registration number of 33965 or lower.

Plat Map should:

- o Be Prepared on 8 1/2" x 11" sheet with a 1" margin adhering to County recorders document standards.
- o Include a North Arrow and scale of the plat
- o Include Name, address, phone number, email address, signature and seal of the Professional Land Surveyor (PLS) or Registered Civil Engineer (RCE) with registration number of 33965 or lower preparing the plat.
- o Include the name and signature of the current owner(s) of the parcel.
- o Show the legal access to a public road.
- o Provide a vicinity map indicating the location of the project.
- o Include net and gross (if applicable) area of parcel.
- o Include the assessor's parcel number
- o Show the location of all existing buildings and structure, label their uses and minimum distance to the parcel boundary and between each structure. (can be shown on an exhibit 'C' that will not be recorded)
- o Include bearings and distances along the parcel boundary and legal access.
- o Be drawn legibly to an appropriate engineers scale.



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- (Digital + 1 copy) Current **Title Report** less than 3 months old in **pdf with working hyperlinks**.
- (Digital Only) Assessor's Parcel Map
- (Digital + 1 copy) **Current Vesting Deed** or Lot Book Report
- (Digital Only) **Complete Chain of Title** dating from original creation of a legal parcel (see County of San Diego PDS-358 & Policy G-3 for additional information) through each division until the current configuration was created, including all documents and secondary call documents with summary sheet listing:
 - Date of Transfer
 - Grantor and Grantee
 - Document number
 - Recording date
- (Digital Only) **Record Documents** (see submittal organization below) Legible PDF copies of:
 - All map references (TIFF format or PDF) (Records of Survey, Parcel Maps, Final Maps, Corner Record, etc.)
 - All deeds and easement documents listed in the title report, used for boundary determination, and referenced as secondary calls in any document used.
- (Digital Only) Map Check **Traverse calculations**, with bearings shown in xxx°xx'xx" format and distances shown with **two significant digits (xxx.xx')** with signature and seal, showing the following:
 - The mathematical closure of parcel (net and gross when applicable)
 - The mathematical closure of legal access (if applicable)
- Fees - Plan check fees due upon the acceptance of 1st submittal.** Please contact city staff for initial fee invoice and acceptable payment methods before initial submittal. Please visit [city website](#) for fee schedule and forms as needed. Applicant to be charged for only a certificate of compliance fee as this submittal should just include a certificate of compliance.
- (Digital only) **Submittal Organization** - format digital submittal in a logical method.
 - Document names representing type of document (2024-0011111 Vesting Deed, 1789-12345 legal access, Bk 1 Pg 2 north ½ deed, etc.)
 - Folders separating document
 - Certificate of Compliance
 - Title Report
 - Chain of Title
 - Record Maps
 - Traverse Closures
 - etc.
- Clearly identify items on this checklist for easy identification upon submittal.**
- Other:**