



# CERTIFICATE OF COMPLIANCE

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## WHEN REQUIRED

A property owner(s) may request that the City determine whether their property complies with the provisions of the Subdivision Map Act and the Novato Municipal Code. If the property complies, a Certificate of Compliance will be issued. If the property does not comply, a Conditional Certificate of Compliance will be issued.

## APPLICATION

The submittal requirements for a Certificate of Compliance application are listed below. Incomplete applications are often the main cause of delays in processing. Please submit each of the items listed but, by all means, call the Department of Community Development if you have any questions. A planner will be assigned to review the application for completeness within 30 days.

### Submittal Requirements

1. A completed application for Zoning/Planning action and application fee (see Fee Schedule).
2. A copy of the instrument used to create the parcel (with the date shown).
3. A preliminary title report, and chain of title dating back to the date the parcel was created.
4. A statement whether or not any contiguous undeveloped parcels have been under the same ownership since January 1, 1977.

## ACTION

When it has been determined that a complete application has been submitted copies of the request are sent to reviewing agencies. Staff will then evaluate the application to determine if the parcel was legally created and schedule an action date. Notices of the upcoming action on the application are mailed to adjacent property owners ten days prior to the scheduled action. The Community Development Director will then issue a Certificate of Compliance, or a Conditional Certificate of Compliance.

## RESULT

A Certificate of Compliance or Conditional Certificate of Compliance is recorded with the County Recorder. A Conditional Certificate of Compliance may include conditions that must be implemented prior to issuance of future permits or other grant of approval for development of the property. Actions are final unless appealed in writing within ten days of the date of action, accompanied by the required filing fee (see Fee Schedule).

**For further information, please contact the City of Novato, Department of Community Development Planning Division at:**

- 922 Machin Avenue, Novato, CA 94945
- (415) 899-8989
- [www.novato.org](http://www.novato.org)