



**CITY OF ARROYO GRANDE**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**CERTIFICATE OF COMPLIANCE**

The following list includes all of the items you must submit for a complete application. Some specific types of information may not apply to your particular project and, as noted, some items may only be required in certain circumstances. If you are not sure if a specific requirement applies to your project, please ask the Community Development Staff. A copy of this list will be used to check your application for completeness after it is submitted. If your application is not complete, a copy of the list will be returned to you with additional requirements noted.

FOR STAFF USE ONLY			
DATE SUBMITTED	DATE DEEMED COMPLETE	CHECKED BY	CASE NUMBER

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	1. Completed planning application form and payment in full of applicable fees for processing the application.
<input type="checkbox"/>	<input type="checkbox"/>	2. Two (2) sets of typed, gummed labels on 8-1/2" X 11" sheets listing the names, addresses, and assessor's parcel number of all <b>property owners</b> within a radius of <b>300 feet</b> of the <b>exterior boundaries</b> of the subject properties, along with copies of the applicable assessor's parcel map book pages.
<input type="checkbox"/>	<input type="checkbox"/>	A. The mailing labels can be provided by the Community Development Department for an additional fee.
<input type="checkbox"/>	<input type="checkbox"/>	3. Ten (10) copies of a map folded to 9" x 12" size, legibly drawn, to an engineer's scale, with the scale shown on the map, showing:
<input type="checkbox"/>	<input type="checkbox"/>	A. The subject property with dimensions and the gross and net area.
<input type="checkbox"/>	<input type="checkbox"/>	B. The location, width and names of all streets and roads adjacent to and providing access to the property.
<input type="checkbox"/>	<input type="checkbox"/>	C. The location and use of all structures on the property, with the distances from the structures to the parcel boundaries and distances between structures, and all existing utilities and easements.
<input type="checkbox"/>	<input type="checkbox"/>	D. A small-scale vicinity map with distances (in feet or tenths of a mile) to the nearest street intersection.
<input type="checkbox"/>	<input type="checkbox"/>	E. The name, address, telephone number and signature of the current owner of the property, and the name, address and telephone number of the person preparing the map, if different from the owner.
<input type="checkbox"/>	<input type="checkbox"/>	F. Current zoning on the property and the current assessor's parcel number.
<input type="checkbox"/>	<input type="checkbox"/>	G. Topographic information with a reference to the source of the information. Contour lines shall have the following intervals:
<input type="checkbox"/>	<input type="checkbox"/>	(1) Two-foot (2') contour interval for ground slope between level and ten percent.



CITY OF  
**ARROYO GRANDE**  
 CALIFORNIA

Applicant	City	REQUIRED ITEMS
<input type="checkbox"/>	<input type="checkbox"/>	(2) Five-foot (5') contour interval for ground slope exceeding ten percent.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Contours of adjacent land within one hundred (100) feet of the project shall also be shown.
<input type="checkbox"/>	<input type="checkbox"/>	4. The following supplemental statements and data shall accompany the Certificate of Compliance application.
<input type="checkbox"/>	<input type="checkbox"/>	A. A legible copy of the current owner's grant deed or contract of sale and a copy of the deed that originally created the lot.
<input type="checkbox"/>	<input type="checkbox"/>	B. Documentation of recorded access to the subject property unless abutting a public street.
<input type="checkbox"/>	<input type="checkbox"/>	C. A legal description for the subject property to be typed on plain white paper, 8 1/2" x 11", with 1" margins at the top, sides and bottom. This legal description shall be reproducible so as to yield a legible copy that can be used as part of a recorded Certificate of Compliance.
<input type="checkbox"/>	<input type="checkbox"/>	D. A lot book report that shows transactions of the subject property for the previous four (4) years.
<input type="checkbox"/>	<input type="checkbox"/>	E. Two (2) copies of a preliminary title report dated within the last six (6) months.
<input type="checkbox"/>	<input type="checkbox"/>	F. A copy of the Subdivision Map Act and/or other state and local subdivision laws that were applicable at the time the property was divided.
<input type="checkbox"/>	<input type="checkbox"/>	5. All maps submitted shall be collated and stapled on the short end of the plans.
<input type="checkbox"/>	<input type="checkbox"/>	6. Electronic copies of all document submittals in PDF format on USB or CD. Electronic plans shall include one (1) high-quality version for reproduction and one (1) version optimized for web posting.