



CERTIFICATE OF COMPLIANCE SUBMITTAL REQUIREMENTS

FILING FEES & FORM

1. A completed General Application form.

2. Filing Fee:

Planning Division \$550.00

Engineering Division \$_____*

TOTAL \$_____

Make checks payable to the City of Los Altos. Fees are not refundable.

**The Engineering Division may require an additional deposit to cover time and materials. Questions regarding the deposit may be directed to the Engineering Division at (650) 947-2780.*

SUBMITTAL REQUIREMENTS

1. **Title Report**

Two (2) copies of a preliminary title report or policy of title insurance for all properties involved, not more than 6 months old.

2. **Legal Description(s)**

A legal description and exhibit map, wet stamped and signed by a license land surveyor or qualified civil engineer, for each parcel.

3. **Chain of Title**

Copies of all deeds and maps from the time of parcel creation to the present time, issued by a Title Company.

4. **Site Plan**

Two (2) copies (minimum 11x17 inches in size) of a site plan, prepared by a license land surveyor or qualified civil engineer, shall be submitted with the following information:

1. North arrow and scale

2. Name, address and telephone number of the record owner(s)
3. Name, business address and telephone number of the person who prepared the map
4. Location and names of all adjoining and contiguous highways, streets, alleys and public ways
5. Approximate widths, locations and type of all existing and proposed easements
6. Lot layout and approximate dimensions and square footage of each lot
7. Locations of all existing buildings, utilities and other improvements
8. Lot coverage and floor area calculations for all structures to remain on each lot
9. Setbacks of existing buildings and other improvements from the existing and proposed property lines (only those buildings which are to remain)

PROCESS

The Planning Division and Engineering Division will evaluate the proposal in accordance with the Subdivision Map Act. Following the City's determination, in accordance with Section 66499.35 of the Subdivision Map Act, a conditional or unconditional Certificate of Compliance will be recorded at the Santa Clara County Recorder's Office by City staff.