



Checklist Requirements for Certificate of Compliance Approval and Recordation

City of Sunnyvale | Department of Public Works | Engineering Division

*This CHECKLIST is intended for the Applicant to keep track of items leading up to Recordation. Submission of this Checklist is **not** required.*

A Certificate of Compliance is authorized in Chapter 18.38.080 of the Sunnyvale Municipal Code.

Project Name:		
Project Number:		
ITEMS REQUIRED AT FIRST SUBMITTAL		
Checklist Items	Yes	No
Application: Provide a copy of the signed Planning application. The Certificate of Compliance (COC) begins with the Community Development Department (CDD) but is reviewed by the Department of Public Works (DPW). Provide an executed transmittal letter requesting a COC and the reason for it. Ensure the following statement is included in the last paragraph of the letter, "I hereby certify that the information provided as attached is complete and that the facts, statements and information presented are true and correct to the best of my knowledge and belief." Include a notarized letter of authorization from the property owner(s) if the request is not being made by the property owner(s).		
Preliminary Title Report: Title report(s) must be dated within 6 months and be for all lots involved. Include hardcopies of documents referenced in report such as maps, deeds, and agreements.		
Fees: Pay application fees based on City's current master fee schedule.		
Topographic Map: Show the following information on the map: <ul style="list-style-type: none">• Date, title, and scale.• Existing lot lines, including distance from street centerlines and face of curb.• Existing lot areas and percent of lot coverage.• Location, width and type of existing and proposed easements (if applicable).• Footprints of existing buildings and structures.• Location and character of existing utility lines in abutting streets and service laterals to each lot (size and location of water, sewer, storm drain, PG&E, AT&T, fiber optic, etc.).• Location of existing driveways, parking spaces and circulation (including sidewalk and ADA path of travel), required parking counts (including compact and handicapped stalls).• Location of existing trash enclosures (if applicable).• Location, type and trunk size of existing trees.• General slope of the land giving one-half foot contours and/or spot elevations, with benchmarks on City of Sunnyvale's datum (NAVD 88).		

Legal Descriptions, Plats and Calculations:		
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A registered civil engineer or land surveyor must prepare these, signed and stamped.
Must also be accompanied by signed and stamped closure calculations.

Exhibit "A" (Legal Description Requirements):

The legal description is an 8.5" x 11" metes-and-bounds description of the existing property.

Exhibit "B" (Plat Requirements):

The plat is an 8.5" x 11" map of the existing and proposed properties. The plat must show the following:

- Lot layout showing the dimension, bearings, and area of each lot.
- Each lot should be numbered or lettered for identification.
- Assessor Parcel Numbers of the lots.
- Location, width and purpose of all existing easements on the lots.
- Names and lines of existing streets that are adjacent to the lots.
- Date, north arrow and scale.
- Names of the property owners and person who prepared the plat.
- One-half-inch (1/2") margins.

Plan Check Process:

Once all items have been submitted, the City will check if the property was legally created in compliance with the Subdivision Map Act and with Title 18 of the Sunnyvale Municipal Code.

The first review will be thorough and every attempt will be made to mark all deficiencies. The applicant will be notified as soon as the plan check is complete and ready for pickup. The plan check will be returned with a comment letter listing items to be revised prior to approval by the Director of CDD.

The first plan check will take a minimum of 15 working days. Subsequent reviews will take a minimum 10 working days.

Three (3) plan checks are included in the Public Works fee. For each additional review, a 10% surcharge fee will apply and be paid at the time of each additional submittal.

After a final check has been made to verify that all corrections have been incorporated, the Certificate of Compliance will be reviewed and signed (notarized) by the Director of CDD or assigned representative.

Non-Compliant Parcel:

If a determination is made that the property was not created legally, a Conditional Certificate of Compliance will be issued which requires that a set of Conditions of Approval (COA) be satisfied prior to issuance or approval of any future permits.

A Conditional Certificate of Compliance does not prevent the ability to obtain title insurance and sale of the property.

Recordation:

At the owner's written request, the approved COC will be released to a designated title company or lawyer to record the Certificate of Compliance in the Office of the County Clerk-Recorder of Santa Clara County.

Finally, a copy of the recorded Certificate of Compliance shall be submitted to the City of Sunnyvale Department of Public Works for internal records.