



# SUBMITTAL REQUIREMENTS

## *Certificate of Compliance*

*Mailing Address:*  
PO Box 660  
Napa, CA 94559

**Planning Division**  
1600 First Street  
707.257.9530

### **PURPOSE**

A Certificate of Compliance certifies that a parcel of land does or does not comply with the provisions of the Subdivision Map Act. If a determination of compliance is made, the Community Development Director shall cause a certificate of compliance to be filed with the County Recorder.

### **PLAN REQUIREMENTS**

1. **Size.** 24" x36" trimmed and folded to 9" x12" maximum size.
2. **Scale.** Acceptable site plan scales are 1"=10', 1"=20', 1"=30', or 1"=40'. Acceptable architectural plan scales are 1/4"=1' or 1/8"=1'.
3. **Other.** Include north arrow, date prepared, the scale, bar scale, and legend identifying symbols and abbreviations.
4. **Preparer.** Name, address, phone number, and email of person preparing the plan(s). In many cases, plans must be prepared and signed by a licensed civil engineer, surveyor, licensed architect, landscape architect, and/or building designer.

### **SUBMITTAL MATERIALS**

*Some submittal requirements may be waived depending on the type of project. Unless waived on this form with a cross-out/staff initial, all submittal information shall be provided before the application is accepted as complete.*

*If another City permit or Project entitlement is also required, the materials supporting the added permit or entitlement must also be submitted.*

*If your application requires multiple permits or entitlements, submit the number of plan sets for the permit or entitlement that requires the largest number of plans sets.*

- 1 **Planning Application Form** - Completed and signed by all property owners holding a title interest.
- 2 **Fee/Initial Deposit** - City Fee Schedule charges staff time and materials. The initial deposit is \$2,500. Check payable to City of Napa.
- 3 **Written Project Description** - shall describe the project and the reason for the Certificate of Compliance.
- 4 **Preliminary Title Report** - not more than 90 days old.
- 5 **Assessor's Parcel Map** - 1 copy
- 6 **Legal Lot Status Documents** shall be provided by a title company and shall include:
  - a Creation documents—the parcel map, final map, deed, or other recorded document that created the existing parcels.
  - b Chain of title—a chronological listing and copies of the documents listed as well as sufficient additional data and plats to clearly illustrate the chain of title.
  - c Other data necessary for the City to determine the legal lot status of each parcel involved
- 7 **SITE PLAN DRAWINGS-** (6 full size copies and a reduced set of all plan and map sheets at 8.5" X 11") - fully dimensioned and accurately drawn. Use as many sheets as necessary. Information may be combined as long as the plans are easy to read.

- a **Boundaries** - All existing and proposed property lines, tract name, easements (size and type called out), right-of-ways, trails, and the like. Approximate dimensions of all lots, radii of all curves and central angles.
- b **Buildings** - Location, outside dimensions and use of all existing and proposed buildings and structures (with building numbers or other identification) including building features such as elevated decks and outside staircases. Indicate any structures proposed to be removed.
- 8 Other data or information necessary to complete processing of the map and environmental documents.
- 9 Other - \_\_\_\_\_