

# Certificate of Compliance Checklist

Applicants are advised to consult with survey staff prior to applying at (805) 654-2068 or by email at [countysurveyor@venturacounty.gov](mailto:countysurveyor@venturacounty.gov)

Applications without all the required items listed below will not be accepted. Survey staff may request *additional items* as needed on a project-by-project basis.

## REQUIRED ITEMS

- ☐ 1. **Assessor’s Map(s)** - Submit a copy showing the parcel(s) in question outlined or highlighted.  
<https://assessor.venturacounty.gov/>
- ☐ 2. **Current Deed** - Provide legible copy of the current deed.
- ☐ 3. **Permits** - If any approved development permits pursuant to [VCSO 8214-3.1](#) have been issued on the parcel(s) in question, submit legible copies of the approved building permits
  - *Copies of Permit History can be obtained from [Building and Safety Public Records Search Request](#) or by calling (805) 654-2771.*
- ☐ 4. **Certificate of Compliance Application Form**
- ☐ 5. **\$1,375 Deposit** for each parcel must be paid at the time of submittal.  
*Additional cost accrued must be paid prior to recording.  
Any remaining balance will be refunded after the Certificate is recorded.*
- ☐ 6. **Reimbursement Agreement Form**

## ADDITIONAL ITEMS (BY-PROJECT BASIS)

- ☐ 7. **Proof of Ownership** - If the parcel(s) are owned by an LLC, corporation, partnership, or trust, attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.
- ☐ 8. **Title Report** from a Title Insurance Company. (No less than one year old).
- ☐ 9. **Residential Building Records** can be obtained at the County Assessor’s Office:  
[Taxpayer's Authorization for Release of Assessor's Information](#)

## ACKNOWLEDGMENTS

***Please read these important acknowledgements.***

I understand that if the parcel(s) in question are determined to have been legally created, a Certificate of Compliance will be issued for recordation pursuant to [VCSO 8214-5.1](#);

I understand that a recording fee will be required by the County Recorder at the time of recordation. This is a separate fee and not part of the initial/submittal deposit. When the document is ready for recording, the County Surveyor’s staff will notify you of the fee amount.

I understand that the submittal of inaccurate or incomplete information, or failure to comply with the instructions may result in processing delays and/or denial of my application.

I understand that it is my responsibility as the applicant and/or property owner to notify the County Surveyor’s Office of any changes to the project, including a change of ownership, which may require additional information that may cause delay and cost to the processing of the project.

I understand that there is no guarantee that the parcel(s) will qualify for a Certificate of Compliance. If the subject parcel(s) is found to be in violation of the Ventura County Subdivision Ordinance and/or Subdivision Map Act, a Letter of Determination and Notice of Intention to Record a Notice of Violation will be issued as part of the County’s denial of the Application for Certificate of Compliance pursuant to [VCSO 8214-5.2](#)

I understand that I have the option of applying for a Conditional Certificate of Compliance with the [Planning Division](#) if my application for a Certificate of Compliance is denied and that there is a separate application process with additional fees that apply.



# Certificate of Compliance Application

**STAFF USE ONLY**

CC No.:

Project No.:

Receipt No.:

*Complete all sections:*

Assessor’s Parcel Number(s):

Property Address:

Reason for Applying:

Permit

For Sale

Violations

Other

## Record Owner

Record Owner Name(s):

Address:

City/State/Zip

Phone Number:

Email:

I, declare under penalty of perjury that I am the property owner for the parcel(s) mentioned above and I personally filled out the above information and certify its accuracy.

Owner’s Signature **(required)**

## Agent

Agent’s Name:

Address:

City/State/Zip

Phone Number:

Email:

I hereby authorize the person above to act as my agent. Further, I agree that my agent is authorized to apply for and file the documents necessary to apply for the Certificate of Compliance.

Owner’s Signature **(required)**

Preferred Contact:    Owner    Agent

# Reimbursement Agreement

STAFF USE ONLY		
CC No.:	Project No.:	Receipt No.:

I, \_\_\_\_\_, hereby authorize the County of Ventura to process the above-referenced request in accordance with the Ventura County Surveyor Division Fee Schedule. I am depositing **\$ 1,375** to cover costs based on actual staff time expended.

I acknowledge and understand the following:

- **This deposit fee may only cover a portion of the total cost. An additional deposit fee may be required.**
- That if the final cost is less than the deposit fee, the unused portion of the deposit will be refunded to me.
- That if the final cost is more than the deposit fee, I shall pay for all charges incurred to date.
- That nonpayment of additionally billed charges may result in retention by the County of the requested information and those charges are due and payable within 30 days of billing.
- That invoices unpaid after thirty (30) days will incur a 2% interest charge compounded monthly.
- That all County of Ventura Surveyor’s Office staff time spent processing my request will be billed against the deposit fee. This includes, but is not limited to, staff time spent: researching deeds, subdivision laws, examination of records and preparing reports of the results.

**NAME OF APPLICANT:**

\_\_\_\_\_

**DRIVER'S LICENSE NO.:**

\_\_\_\_\_

**NAME OF COMPANY:**

\_\_\_\_\_

*If a Corporation, please list the names and titles of Corporate Officers authorized to act on behalf of the Corporation.*

\_\_\_\_\_

**MAILING ADDRESS OF APPLICANT OR COMPANY:**

\_\_\_\_\_

**PHONE NO.:**

\_\_\_\_\_

**EMAIL:**

\_\_\_\_\_

**SIGNATURE (required):**

**DATE:**

\_\_\_\_\_

**ATTENTION:** Whoever signs as principal or applicant, will be held responsible for all charges incurred.