

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

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. **\$1,500 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 **\$ 1,500** 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.