



City of Moreno Valley
 Department of Public Works
 LAND DEVELOPMENT/INSPECTION SERVICES

**APPLICATION FOR
 CERTIFICATE OF COMPLIANCE/CONDITIONAL CERT. OF COMPLIANCE**

Request is hereby made for approval of the proposed Certificate of Compliance/Conditional Certificate of Compliance as indicated below. We, the undersigned owners, understand that in order to be approved:

- (a) All parcels involved must meet minimum lot size requirements for the applicable General Plan Zoning;
- (b) No parcels may be created which are substandard in either frontage or area unless a variance has been granted by the Planning Commission;
- (c) Construction of missing off-site improvements shall be required for parcels with existing structures; and
- (d) The City Engineer may require a Record of Survey for all newly created parcels.

TO BE COMPLETED BY APPLICANT:

1.	_____	NAME - RECORD HOLDER	PARCEL NO.
	_____	ADDRESS	() _____ PHONE NO.
2.	_____	NAME - RECORD HOLDER	PARCEL NO.
	_____	ADDRESS	() _____ PHONE NO.
3.	_____	NAME - RECORD HOLDER	PARCEL NO.
	_____	ADDRESS	() _____ PHONE NO.
4.	_____	NAME - RECORD HOLDER	PARCEL NO.
	_____	ADDRESS	() _____ PHONE NO.
5.	Provide legal description(s) of all the existing parcel(s) and the proposed parcel(s) involved in the Certificate of Compliance. Legal descriptions for proposed parcels shall be signed and sealed by a licensed land surveyor or a registered engineer. All legal descriptions shall be 8-1/2" x 11".		

6. Provide an 8-1/2" x 11" sketch showing:
 - (a) Existing lot lines,
 - (b) Proposed lot lines,
 - (c) Location of all structures on all parcels, and
 - (d) Distances between buildings and proposed lot lines.

7. Provide a current preliminary title report for all parcels involved. A current title report is one dated not more than sixty (60) days prior to the date of submission.

8. Submission must be accompanied by the processing fee. See the current fee schedule to determine the processing fee.

9. I/We hereby certify that I am/we are the record owner/owners of all parcels proposed for the Certificate of Compliance by this application; that I/we have knowledge of and consent to the filing of this application, and that the information submitted in connection with this application is true and correct.

Signature Date

Signature Date

Signature Date

Signature Date

*****Signature(s) of record owner(s) must be notarized.*****

*Note: Submissions being made by a representative must be accompanied by letter(s) of authorization from each record owner.

Representative's Signature Date

Representative's Company Name (if applicable), Address, Telephone