



City of Pacific Grove

Community Development Department
300 Forest Avenue, Pacific Grove, CA 93950
Tel: (831) 648-3190 | Fax: (831) 648-3184
www.cityofpacificgrove.org/cdd

Certificate of Compliance

Please provide the following documents at the time of appointment:

- 1) Two (2) copies of the Legal Descriptions of each property in question.
- 2) **Application.** Must have a completed application with notarized signatures.
- 3) **Title Report.** A Preliminary Title Report dated within 90 days of filing.
- 4) **Plot Plan.** A legible plot plan showing the dimensions of existing parcel boundaries (as supported by submitted documentation), building(s) envelopes and setbacks. The plan should be drawn to scale, dated and titled on 8 1/2" x 11" size paper.
- 5) Information necessary to substantiate a finding that the lot(s) conform(s) to the Subdivision Map Act and local ordinances pursuant thereto. Such information may include: chain of title; evidence of prior subdivision or parcel map approval; an official map prepared pursuant to Section 66499.52 (b) of the Subdivision Map Act; recorded deeds or other evidence relevant to the division of the property in question.
- 6) **Environmental.** A Certificate of Compliance is typically a "ministerial action" under the California Environmental Quality Act (CEQA) and does not require that additional environmental information be submitted with this application
- 7) **Fees.** An application fee (see [fee schedule](#)). Checks payable to City of Pacific Grove.