



# San Bernardino County



## Land Use Services Department, Planning Division

San Bernardino County Government Center,  
 385 N. Arrowhead Ave., San Bernardino, CA 92415-0182  
 15900 Smoke Tree Street; Hesperia, CA 92345  
 San Bernardino Office – (909) 387-8311 High Desert Office – (760) 995-8140  
 Fax (909) 387-3249 Fax (760) 995-8167

## CERTIFICATE OF COMPLIANCE DETERMINATION INFORMATION SHEET AND APPLICATION

A Certificate of Compliance Determination may be requested by any person owning real property to determine whether the parcel has been legally created. In some cases a Certificate of Subdivision Compliance may be required prior to consideration or in conjunction with the consideration of another land use application.

County Planning staff will determine whether the property/parcel is in compliance with provisions of the State Law and County Development Code related to land divisions. If it is determined that the property does not comply with these provisions, conditions of approval may be imposed.

For parcels determined to have been legally created, Planning staff will issue a Certificate of Compliance and take actions for it to be recorded with the County Recorder.

This is an administrative review process conducted by staff of the Planning Department.

**Fee:** Submit a money order or check made payable to "San Bernardino County" in the amount of **\$1,217.00**

Planning Review Fee (L604)	\$1,192.00
Records Media Conversion for Job Closure Fee (L697)	25.00
<b>TOTAL</b>	<b>\$1,217.00</b>

**Application:** Submit one copy of the completed application to the Current Planning Division. Use the application that is on the back of the information sheet.

### Additional Materials to be submitted:

1. During the review of your application, the County Surveyor may require you to have a record of survey prepared in order to facilitate the preparation of new legal descriptions or to ensure the elimination of any encroachment.
2. **One copy** of any letters or documents you have received from the County related to this property.

# CERTIFICATE OF COMPLIANCE DETERMINATION APPLICATION

Complete all sections of this form. If you believe that an item does not apply to your project, mark it "N/A". Do not leave any blank spaces.

## Section 1 – APPLICATION INFORMATION

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Section 2 – REQUEST

I wish to have a Certificate of Subdivision Compliance for the following property:

APN: \_\_\_\_\_

Parcel Size (Total acres or square feet): \_\_\_\_\_

Legal Description: \_\_\_\_\_

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_ NW  NE  SW  SE   
(Check one)

Index Number (if known): \_\_\_\_\_

General Location: \_\_\_\_\_

Area and/or Sphere of Influence: \_\_\_\_\_

General Plan Map Panel No.: \_\_\_\_\_

Land Use District Designation: \_\_\_\_\_

## Section 3 – SIGNATURE

I certify under penalty of perjury that I am the (check one)

Legal Owner (all individuals must sign as their names appear on the deed to the land), **OR**

Owner's legal Agent, and that the foregoing is true and correct. (Please submit an authorization letter from legal owners).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To be completed by County Staff: Filing Date: \_\_\_\_\_ Project No.: \_\_\_\_\_ JCS Project No.: \_\_\_\_\_

# LAND USE APPLICATION QUESTIONNAIRE

Complete all sections of this application. Please refer to the checklist contained in the information packet for complete information on submittal requirements. The information furnished in this application will be used in evaluating your project pursuant to the California Environmental Quality Act (CEQA). If you believe an item does not apply to your project, mark it "N/A". Do not leave any blank spaces. If you have any questions about items requested on this form, please call the Application Intake Center at (909) 387-8311. **Please use no more than four lines to answer any question. If more space is needed, use Attachment A on page 5 of this application questionnaire.**

**APPLICATION TYPE:** \_\_\_\_\_ **T.T.P.M.#:** \_\_\_\_\_  
[Take "type" from the top of the cover sheet, i.e. "Conditional Use Permit," "Tentative Tract," etc. (if a tentative map is involved include the map number)]

**All Assessor's Parcel Numbers (APNs):** \_\_\_\_\_

## Section 1 - Applicant Data

Applicant Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Section 2 – Property Owner Data (If same as above check )

Property owner(s) of record: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Section 3 – Representative Data (If same as above check )

Representative's Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Section 4 – Architecture/Engineering Representative Data (If same as above check )

Representative's Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

To be completed by County Staff: Filing Date: \_\_\_\_\_ Project No.: \_\_\_\_\_ JCS Project No.: \_\_\_\_\_

**Section 5 – Project Description and Location/Legal Data**

Briefly describe the project and use:

\_\_\_\_\_

Land Use District: \_\_\_\_\_

Overlay Districts: \_\_\_\_\_

Legal Description: Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

USGS Quad Name: \_\_\_\_\_

Location: Community: \_\_\_\_\_ Nearest cross street: \_\_\_\_\_

Street name: \_\_\_\_\_ Side of street: \_\_\_\_\_

Site Size (Gross acres or square footage): \_\_\_\_\_ Number of lots: \_\_\_\_\_

Site Address: \_\_\_\_\_

Proposed Development Area: \_\_\_\_\_

Size of Proposed Buildings: \_\_\_\_\_

Previously approved land use applications for this site: \_\_\_\_\_

Are you filing other land use applications for this site at this time? Yes  No

If yes, please list other application types \_\_\_\_\_

**UTILITIES:**

**Water:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

Are any existing or proposed wells within 200 feet from any existing or proposed liquid waste disposal system?

Yes  No  If yes, attach an explanation

If this is a Tentative Map application, how many service connections have already been made to the existing water system? \_\_\_\_\_

**Sewage Disposal:** Septic? Yes  No

**Sewer :** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

If septic system/leach lines are proposed or existing, attach information showing proposed or existing location and how the size of the sewage disposal area was determined

**Gas:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Electricity:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Phone:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Cable TV:** \_\_\_\_\_  
(Name of Provider)

Is the site presently served? Yes  No

If an extension is necessary, how long will it be? \_\_\_\_\_

**Section 6 - Environmental Setting**

Be sure to answer all of the questions. This information is necessary to evaluate the project under the California Environmental Quality Act (CEQA). You must provide additional information for any answers marked "yes" or "uncertain" in a letter of explanation attached to this application.

1. When do you anticipate starting construction? \_\_\_\_\_

2. Will grading be required? Yes  No

If so, how many cubic yards will be cut? \_\_\_\_\_ How many cubic yards will be filled? \_\_\_\_\_

3. Is the project phased? Yes  No

If yes, describe the phasing: \_\_\_\_\_

4. If residential, indicate the number of units or lots. \_\_\_\_\_

5. If commercial, provide information describing the type of commercial activity proposed, along with square footage of sales area and loading facilities.

6. If industrial, attach information indicating type of industrial activity proposed, square footage of building, estimated employment per shift and loading facilities.

7. If institutional, attach information indicating major function, estimated employment per shift estimated occupancy and loading facilities.

8. Will the use require truck activity? Yes  No

If yes, give truck type(s) and number of axles : \_\_\_\_\_

What is the gross weight of each vehicle: \_\_\_\_\_

	<u>YES</u>	<u>NO</u>	<u>UNCERTAIN</u>
9. Will the project change scenic views or vistas from existing residential areas, public lands or roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will there be a change in dust, ash, smoke, fumes or odors in the vicinity of the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Has the site been surveyed for historical, paleontological or archaeological resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the site on filled land or on slope of 10 percent or more?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Will there be the use or disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Will there be a change in lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Will there be any substantial change in existing noise or vibration levels in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Will there be a substantial change in demand for public services (police, fire, water, sewage, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Has a traffic study been prepared for this site or has the site been included in another traffic study?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Will the project generate significant amounts of solid waste or litter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Will the project change any existing features of hills or make substantial alteration of ground contours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Will there be a substantially increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is there a relationship to a larger project or series of projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. List any previous environmental documents or technical studies prepared for this site:  
\_\_\_\_\_

23. Describe the project site, as it exists before project implementation, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. On an attachment describe any existing structures on the site, and the use of the structures.

24. On an attachment, describe the surrounding properties, including information on plants and animals and any cultural, historical, or scenic aspects. Indicate the type of land use (residential, commercials, etc.), intensity of land use (single family dwelling(s), apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

**Attachment A**

(Please use this form to amplify any answer. Be sure to identify which question is being amplified.)

**APPLICATION CERTIFICATE**

**ALL OWNERS OF RECORD MUST SIGN THIS CERTIFICATE:** (Attach it to the application)

List Assessor's Parcel Number(s) of the project property:

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List Assessor's Parcel Number(s) of all property contiguous to the project property, which is owned or beneficially controlled by the individual(s) signing this Certificate: If there are no contiguous properties under the same ownership, STATE "NONE"—**do not leave blank.**

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The undersigned owner(s) or officer(s) in the organization owning the lands for which this application is made, states that he/she or the organization is aware that the application is being filed with the San Bernardino County Planning Division, and certifies under penalty of perjury that the County applications forms have not been altered and that the information contained in this application is true and correct. I (We) acknowledge that additional materials may be necessary to provide to the Planning Division once the preliminary review of the specifics of the project has been initiated.

I (We) further agree that if any information contained in this application proves to be false or incorrect, the County of San Bernardino and any special purpose or taxing district affected thereby are and shall be released from any liability incurred if a certificate of compliance is or has been issued on basis of this application. I understand that under such circumstances any such certificate shall be null and void and shall be returned to the County for cancellation.

If this is an actual cost application, the applicant agrees to pay all accumulated charges for this project. For any type of application, the applicant also agrees to defend, indemnify and hold harmless the County, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This requirement includes the obligation to reimburse the County, its agents, officers and employees for any court costs or attorney fees which the County, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The County agrees to notify the applicant of any such claim, action or proceeding promptly after the County becomes aware of it. The County agrees to cooperate in the defense provided by the applicant. The County may, at its own expense, participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations.

Any persons signing with Power of Attorney for others must print the names of those individuals in the signature block and attach a notarized copy of the Power of attorney.

\_\_\_\_\_  
**(Print)** (APPLICANT OR LEGAL AGENT)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

REGISTRATION NO.  
(IF R.C.E. OR LICENSED LAND SURVEYOR)

\_\_\_\_\_

\_\_\_\_\_  
**(Print)** (OWNER(S) OF RECORD)\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**(Print)** (OWNER(S) OF RECORD)\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**(Print)** (OWNER(S) OF RECORD)\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*If property is owned by corporation, partnership or other group signee should indicate corporate position or title and submit substantiating documentation (e.g. incorporation certificate).