

## CERTIFICATE OF COMPLIANCE APPLICATION SUBMITTAL INSTRUCTIONS

This application package is to be **submitted in person** at the Community Development Department public counter, located at 2100 E. Thousand Oaks Boulevard, Thousand Oaks, California, 91362. Please call (805) 449-2323 for hours of operation.

**IMPORTANT:** Please follow the application submittal instructions detailed below. Failure to complete the application material as required may result in your package being rejected at time of submittal.

Additionally, once your application is filed, the City has 30 days to review all submitted items to determine if it is complete for processing. If it is not deemed complete for processing, you will be notified in writing of the missing information. You must resubmit the additional items, which triggers another 30-day review period.

1. **Application:** The application shall be typed or printed legibly, in blue or black ink, with all requested information completed. The application must be submitted with an original signature before your application will be accepted as complete for processing.
2. **Filing Fee:** The Thousand Oaks Municipal Code requires that a fee be paid at the time of filing to cover the costs incurred in processing the application. Refer to the City's Fee Schedule or contact the Community Development to determine the current filing fee.
3. **Title Report:** One copy (no more than six months old)
4. **Assessor Parcel Map Depicting the Subject Lots:** One copy
5. **Plans:** Submit each plan listed below in bound sets as follows: 5 sets of plans (two bound/stapled rolled sets in 36" x 48" size, three bound/stapled sets in 11" x 17" size). (The City reserves the right to request more copies of plans in order to efficiently process your application package.)
  - Map of the Land (rolled plans drawn to a scale not less than 1" = 100'), depict dimensions and area of existing lots and the dimension and area of each proposed resulting lot.
  - Location of all existing structures, easements, improvements, oak trees and/or other legally protected trees; distances to existing property lines.
  - Vicinity map and north arrow; north should be to top of map.
  - Such information as may be required by the City to determine compliance of your request with the Thousand Oaks Municipal Code.

All plans shall display the Title Block in the lower right-hand corner as well as a North Arrow. Only plans collated into sets will be accepted.

6. **Electronic Files:** Submit a CD containing a .pdf version of all plans submitted with this application.

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# Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362  
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org  
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

PROJECT #: \_\_\_\_\_

## CERTIFICATE OF COMPLIANCE APPLICATION AND AFFIDAVIT

ASSESSORS PARCEL NO.(S): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_- \_\_\_\_\_ - \_\_\_\_\_  
Submittal Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### I. APPLICANT INFORMATION

Name (person): \_\_\_\_\_  
Company/Organization (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Mobile #: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_

### II. PROPERTY INFORMATION

The property is located on the N / S / E / W (circle one) side of \_\_\_\_\_ (Street/Road)  
approximately \_\_\_\_\_ feet N / S / E / W (circle one) of \_\_\_\_\_ (Street/Road)  
in the Thousand Oaks / Newbury Park / Westlake (circle one) area.

The current zoning of the property is \_\_\_\_\_.

The existing dimensions of each lot involved are as follows:

<u>Tract &amp; Lot No.</u>	<u>Lot Dimensions</u>	<u>Area in Square Feet</u>	<u># of Acres</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The resulting lot(s) will receive access from \_\_\_\_\_ (Street/Road).

III. DESCRIBE REASON FOR FILING

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. OWNER(S) OF RECORD & PROPERTY INFORMATION (include additional sheets if necessary)

All owners of record of all lots involved at the time the subject Certificate of Compliance is submitted, shall provide the following information.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_  
.....

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_  
.....

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_  
.....

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE: IF THE PROPERTY OWNER** is a Corporation; attach a list of the name, address and title of all Officers to this application. If the property owner/applicant is a General Partner, the name and address of all General Partners shall accompany this application.

V. AFFIDAVIT

I, (Print Name) \_\_\_\_\_ declare under penalty of perjury by the laws of the State of California, that the foregoing is true and correct.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



**RECORDING REQUESTED BY AND  
WHEN RECORDED, MAIL TO:**

City of Thousand Oaks  
CITY CLERK DEPARTMENT  
2100 Thousand Oaks Boulevard  
Thousand Oaks, California 91362

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(Space above This Line for County Recorder's Use)

**CERTIFICATE OF COMPLIANCE  
(Government Code Section 66499.35)**

CASE NO.

Applicant:

LEGAL DESCRIPTION OF PROPERTY AND ASSESSOR PARCEL NOS.:

OWNER(S) OF RECORD OF SAID PROPERTY:

The City of Thousand Oaks hereby certifies that, as of the date of this Certificate, the above-described properties consist of single, discrete lots of parcels existing in compliance with the provisions of the Subdivision Map Act (Government Code Section 66410, et seq.) and local ordinances enacted pursuant thereto. This Certificate relates only to issues of compliance or non-compliance with the Subdivision Map Act and local ordinances enacted pursuant thereto. The parcel described herein may be sold, leased, or financed without further compliance with the Subdivision Map Act or any local ordinance enacted pursuant thereto. This certificate does not constitute a permit to develop said parcels and compliance with other provisions of law relating to land use. Development of the parcel(s) may require issuance of a permit or permits, or other grant or grants of approval.

\_\_\_\_\_  
John C. Prescott, Director  
Community Development Department

Dated: \_\_\_\_\_

