



## Certificate of Compliance - Submittal Requirements Checklist

This [Certificate of Compliance Submittal Requirements Checklist](#) provides a guide to applicants pursuing a Certificate of Compliance with the Planning Services Division and to ensure application submittals are as complete as possible upon filing. Applicants are encouraged to consult with the Planning staff to identify all necessary submittal documents before application filing.

All documents, maps, or exhibits must be **clear and legible**. The following submittal documents are required:

- Certificate of Compliance Application** – Completed [Certificate of Compliance Application](#) signed by the property owner or a buyer under contract of sale. If the owner or applicant is a corporation, an authorized representative should provide a signature.
- Grant Deed** of the subject property or similar document – if the applicant is the property owner.
- Purchase and Sale Agreement** – if the applicant is a potential buyer of the property.
- Assessor's Parcel Map (APN)** – APN map with the subject properties outlined in red. Maps can be obtained via the Solano County Assessor / Records office and online at: <http://www.solanocounty.com/depts/ar/viewparcelmaps.asp>
- Written Explanation** – Provide a written explanation of why you believe the property complies with state and local laws regulating the division of land. If you believe the property contains more than one parcel, provide a description of the date and instrument by which you believe each parcel was created.
- Parcel Creation Document** – One (1) clear and legible copy of a recorded deed conveying each parcel as a separate legal lot of record [including owner names, dates of transfer, and description of the lot(s)] dated before January 29, 1959. **Each deed submitted must be clearly marked to indicate which lot it describes.**

**OR**

One (1) copy of a subdivision map recorded after August 14, 1929, creating the parcel.

**OR**

Other required documentation, as approved by the Planning Division prior to the submittal of this application, demonstrating the legality of the subject lots.

- Electronic Copies** – Of all application materials provided on CD, shared via Microsoft OneDrive or emailed to [planning@solanocounty.com](mailto:planning@solanocounty.com) in PDF or JPEG format.
- Application Filing Fees** – Application filing fees paid to the County of Solano. Please consult the [Planning Services Division Fee Schedule](#) for appropriate application filing fees.