



City and County of San Francisco

San Francisco Public Works · Bureau of Street Use and Mapping

Office of the City and County Surveyor

49 South Van Ness, 9th Floor · San Francisco, CA 94103

Tel 628-271-2000

Subdivision.Mapping@sfdpw.org



CERTIFICATE OF COMPLIANCE APPLICATION MATERIALS

To increase efficiency and reduce paper consumption, the Office of the City and County Surveyor requires that all project applications be submitted electronically.*

- Paper applications will be returned to project applicants.
- As our applications are currently being updated, disregard application language which calls for paper submittal.
- Applications must be entirely complete or will be rejected.
- Application re-submittals are subject to an additional \$250.00 administrative fee.
- Electronic file size submittal in any one email is limited to 20 megabytes. (Multiple emails or "Zip" files may be used.)
- Digital media is accepted by post or messenger delivery.
- Submit each application document as a separate PDF file. (Do not bundle multiple documents into one PDF.)
- Document file naming convention should reflect the name of the document as found in the application checklist.
- ***Note: All documents requiring notarized signature must be submitted in both electronic and original hardcopy format.**
- *All checks that are submitted to Public Works Mapping Department are required to be submitted with an Assessor Parcel Number (APN) and subject property address written on the face of the check. If a check is submitted without the APN and property address then the submittal will be considered incomplete and subject to an additional \$250 fee for re-submittal.*
- *It is the policy of Public Works Mapping Department that every project has a single point of contact. All correspondence with Public Works Mapping Department must come through the Project Surveyor.*

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Note: A Certificate of Compliance is submitted for the purpose of determining the validity of any prior division of real property pursuant to Government Code 66499.35:

- **Assessor’s Parcel Numbers do not necessarily indicate a lawful subdivision (or merger) of real property.**
- **Owners may not divide real property along lines of Assessor’s parcels without a determination of the validity of a prior subdivision.**
- **Issuance of a certificate of compliance does not grant the right to develop the real property.**

WEBSITE: SFPUBLICWORKS.ORG/SERVICES/SUBDIVISIONS-AND-MAPPING

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APPLICANT'S CONTACT INFORMATION

Property Address: _____

For DPW-BSM use only
ID No.:

Assessor's Block: _____ Lot Number(s): _____

Owner:			
Name:			
Address:			
Phone:		E-mail:	
Attorney's Information: (If Any)			
Name:			
Address:			
Phone:		E-mail:	
Surveyor preparing the Certificate of Compliance:			
Name:			
Address:			
Phone:		E-mail:	

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APPLICATION-for CERTIFICATE OF COMPLIANCE

I (We), the undersigned property owner(s) (or the owner’s authorized agent) of that certain real located at:

Address _____

Assessor’s Block and Lot _____

Property described in Document No./Book and Image:

_____,
(Provide complete recording information for current vesting deed)

Hereby request the City and County of San Francisco to determine whether said real property complies with the provisions of Government Code Section 66410, etc., The California Subdivision Map Act, as shown on the attached Exhibit A and B.

I, (We), _____

(Print or Type Name in Full)

(Print or Type Name in Full)

declare under perjury, that I am (we are) the owner(s) [authorized agent of the owner(s)] of the property that is the subject of this application, that the statements herein and in the attached exhibits present the information required for this application, and that information presented is true and correct to the best of my (our) knowledge and belief.

*Signed _____

Date _____

*Signed _____

Date _____

***Note:** *Attach a California Civil Code 1189 compliant notary acknowledgment.*

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CERTIFICATE OF COMPLIANCE APPLICATION CHECKLIST

Check the following items enclosed where applicable:

Submitted per guidelines and in this order?		Official Use Only:	No.	Item Description and Order	Total of copies	DPW
Yes	No	OK?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Applicant's contact information	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Application for Certificate of Compliance. (PROVIDE NOTARIZED SIGNATURES)	2	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	Exhibit A: Legal Description of compliant parcel(s).	2	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Exhibit B: A Plat showing Exhibit A above.	2	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	Exhibits A and B must be prepared and stamped by a licensed land surveyor, or Engineer authorized to practice land surveying.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	Processing Fee: (\$) See current fee schedule (A check or money order, made payable to Department of Public Works.)	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	Current Preliminary Title Report for all existing parcels. (dated within 90 days of the submittal of this application)	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.	1 Set of photographs of the subject property and 1 set of copies, showing both the front and back views.	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.	Vesting Deeds of Subject Properties	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.	Vesting Deeds of Adjoining Properties	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.	Electronic Closure Calculations-if non-rectangular parcel(s)	1	1

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Sample Legal Descriptions and Plat

EXHIBIT A

LEGAL DESCRIPTIONS OF COMPLIANT PARCELS

ALL THAT REAL PROPERTY SITUATED IN THE CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

PARCEL A

(APN: AB 1414, Lot ____)

BEGINNING AT A POINT ON THE EASTERLY LINE OF 20TH AVENUE (70 FEET WIDE) DISTANT THEREON SOUTHERLY 200 FEET FROM THE SOUTHERLY LINE OF CALIFORNIA STREET (80 FEET WIDE); THENCE SOUTHERLY 25 FEET ALONG SAID EASTERLY LINE OF 20TH AVENUE; THENCE AT A RIGHT ANGLE EASTERLY 120 FEET; THENCE AT A RIGHT ANGLE NORTHERLY 25 FEET; THENCE AT A RIGHT ANGLE WESTERLY 120 FEET TO THE POINT OF BEGINNING.

BEING LOT 1 OF BLOCK "H" AS SHOWN ON THAT CERTAIN MAP ENTITLED "GIFT MAP NO. 2", RECORDED JUNE 14, 1904, IN BOOK 1 AND 2 OF MAPS AT PAGE 131, OFFICIAL RECORDS, CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA.

Note: each compliant parcel description on a separate sheet

Note to Applicant: APN=Assessor's Parcel Number
This description is for sample purposes only and is meant only to be used as a guideline.

EXHIBIT A

LEGAL DESCRIPTIONS OF COMPLIANT PARCELS

ALL THAT REAL PROPERTY SITUATED IN THE CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

PARCEL B

(APN: AB 1414, Lot ____)

BEGINNING AT A POINT ON THE EASTERLY LINE OF 20TH AVENUE (70 FEET WIDE), DISTANT THEREON SOUTHERLY 225 FEET FROM THE SOUTHERLY LINE OF CALIFORNIA STREET (80 FEET WIDE); THENCE SOUTHERLY ALONG SAID EASTERLY LINE OF 20TH AVENUE 25 FEET; THENCE AT A RIGHT ANGLE EASTERLY 120 FEET; THENCE AT A RIGHT ANGLE NORTHERLY 25 FEET; THENCE AT A RIGHT ANGLE WESTERLY 120 FEET TO THE POINT OF BEGINNING.

BEING LOT 2 OF BLOCK "H" AS SHOWN ON THAT CERTAIN MAP ENTITLED "GIFT MAP NO. 2", RECORDED JUNE 14, 1904, IN BOOK 1 AND 2 OF MAPS AT PAGE 131, OFFICIAL RECORDS, CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA.

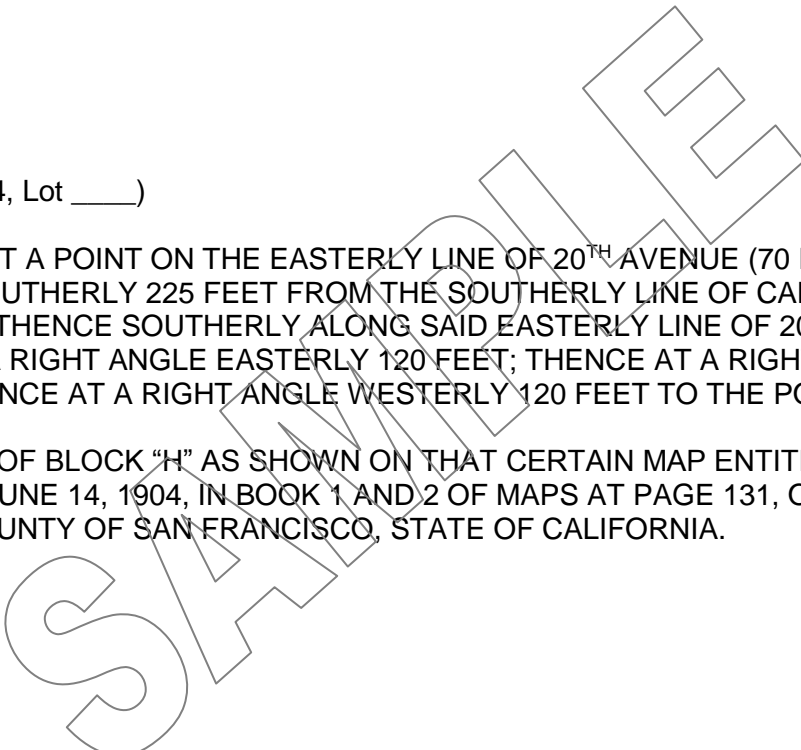


EXHIBIT A

LEGAL DESCRIPTIONS OF COMPLIANT PARCELS

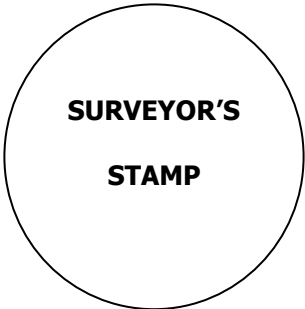
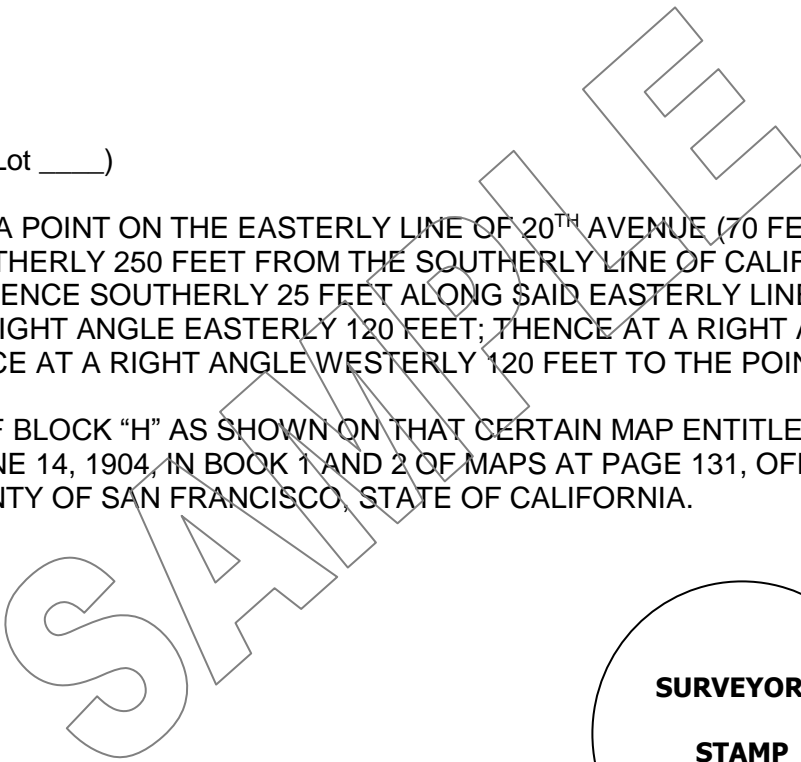
ALL THAT REAL PROPERTY SITUATED IN THE CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

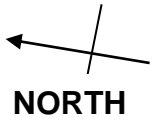
PARCEL C

(APN: AB 1414, Lot ____)

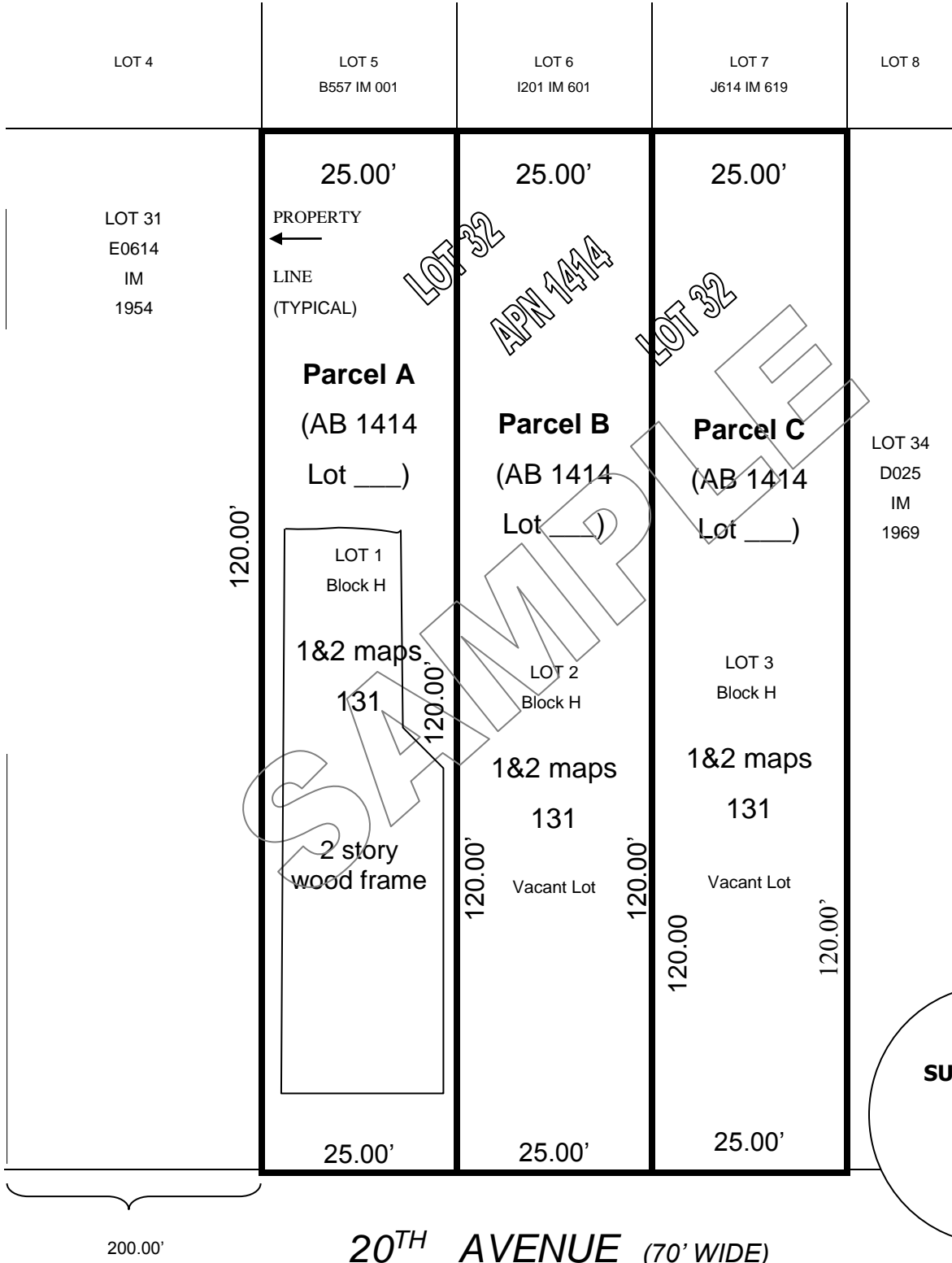
BEGINNING AT A POINT ON THE EASTERLY LINE OF 20TH AVENUE (70 FEET WIDE), DISTANT THEREON SOUTHERLY 250 FEET FROM THE SOUTHERLY LINE OF CALIFORNIA STREET (80 FEET WIDE); THENCE SOUTHERLY 25 FEET ALONG SAID EASTERLY LINE OF 20TH AVENUE; THENCE AT A RIGHT ANGLE EASTERLY 120 FEET; THENCE AT A RIGHT ANGLE NORTHERLY 25 FEET; THENCE AT A RIGHT ANGLE WESTERLY 120 FEET TO THE POINT OF BEGINNING.

BEING LOT 3 OF BLOCK "H" AS SHOWN ON THAT CERTAIN MAP ENTITLED "GIFT MAP NO. 2", RECORDED JUNE 14, 1904, IN BOOK 1 AND 2 OF MAPS AT PAGE 131, OFFICIAL RECORDS, CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA.





CALIFORNIA STREET (80' WIDE)



CERTIFICATE OF COMPLIANCE
PLAT-Exhibit B

ASSESSOR'S
BLOCK 1414
SAN FRANCISCO
CALIFORNIA

BY: AG CHKD: RH Date: 01/10/10 Scale: 1" = 20' Sheet 1 of 1