

Application for:

CERTIFICATE OF COMPLIANCE

Fee: _____

Receipt: _____

Received By: _____

Date Received: _____

City of Mill Valley * Planning Department

26 Corte Madera Avenue, Mill Valley, CA 94941 * Ph. (415) 388-4033 Fax. (415) 381-1736

PROPERTY OWNER: _____

MAILING ADDRESS: _____ (zip) _____

DAY TIME PHONE: _____

APPLICANT _____

(if other than owner)

MAILING ADDRESS: _____

DAYTIME PHONE: _____

(Indicate with an * to whom correspondence should be sent.)

PROPERTY ADDRESS: _____

ASSESSOR'S PARCEL NO(S): _____

PROPERTY SIZE: _____

EXISTING ZONING: _____

GENERAL PLAN DESIGNATION: _____

I, the undersigned owner (or authorized agent) of the property herein described, hereby certify that the statements, drawings, and specifications herewith submitted are true and correct to the best of my knowledge and belief.

SIGNATURE OF OWNER/APPLICANT: _____

DATE: _____

The City of Mill Valley does not discriminate against any individual with a disability. City publications will be made available upon request in the appropriate form to persons with a disability.

APPLICATION REQUIREMENTS:

Certificate of Compliance

1. A description of the property for which a Certificate of Compliance including the following information:
 - a) When the subject property was purchased.
 - b) Whether the property is developed. If so, the type of structures which exist on the property and when they were constructed.
 - c) The present use of the property or structures located on the property.
 - d) Whether the site have access to a public right-of-way and whether off-street parking is provided.
2. One copy of the following documents and maps.
 - a) A single holding form (provided by the City of Mill Valley) completed and certified by a Title Officer.
 - b) Title report
 - c) A copy of a deed with a legal description of the property.
 - d) A site plan map, at a scale of at least one inch equals twenty feet, showing the dimensions of the lot, all existing structures, driveways and significant features of the property, including parking areas, creeks and easements.
3. Any other information the applicant and/or the Planning Director considers relevant to this application.
4. The appropriate filing fee.

REVIEW PROCEDURE.

1. Applications for a Certificate of Compliance are acted upon by the Planning staff. In some instances, the application is reviewed by the City Attorney.
2. Once a Certificate of Compliance is approved by the Planning Director, the applicant shall send or drop off the original to the Marin County Records Office for recording.

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