



CERTIFICATE OF COMPLIANCE FOR LOT LEGALITY FORMS LL-1 & LL-2

DIGITAL SUBMITTALS ARE REQUIRED

Submittals must be made digitally and adhere to the City's [Digital Submittal Standards](#). Staff will review for compliance and completeness prior to initiating each review cycle. Obtain prior approval for deviations and omissions to ensure prompt intake. Staff will advise of any need for printed plans and documents. Please contact engineeringdivision@san-marcos.net and/or the assigned staff with questions.

CERTIFICATE OF COMPLIANCE FOR LOT LEGALITY REQUIREMENTS

Please refer to following for City review:

FORM LL-1: [Application](#)

FORM LL-2: [Submittal Checklist](#)

[Lot Legality Plat template](#)

HELPFUL LINKS

[Fee Schedule](#)

[Digital Submittal Standards](#)



CERTIFICATE OF COMPLIANCE FOR LOT LEGALITY

APPLICATION

FORM LL-1

DEVELOPER/APPLICANT INFORMATION

DEVELOPER NAME:

COMPANY:

ADDRESS:

NUMBER	STREET	STE
CITY	STATE	ZIP CODE

PHONE #: _____ CELL PHONE #: _____

EMAIL: _____

PROPERTY OWNER INFORMATION (if different than Developer/Applicant)

OWNER NAME:

COMPANY:

ADDRESS:

NUMBER	STREET	STE
CITY	STATE	ZIP CODE

PHONE #: _____ CELL PHONE #: _____

EMAIL: _____

SURVEYOR INFORMATION

SURVEYOR NAME:

COMPANY:

LICENSE #: _____

ADDRESS:

NUMBER	STREET	STE
CITY	STATE	ZIP CODE

PHONE #: _____ CELL PHONE #: _____

EMAIL: _____

PARCEL INFORMATION

ASSESSOR PARCEL NUMBER:

PARCEL LOCATION:

SHORT LEGAL DESCRIPTION
OF PARCEL:

IS THIS APPLICATION FOR A REMAINDER PARCEL? ☐ YES ☐ NO

APPLICATION ACKNOWLEDGEMENT

I hereby acknowledge that I have read the instructions provided and all information provided is correct. I agree to comply with all federal, state, and city laws, ordinances, regulations and policies relating to the permit being processed. I understand and acknowledge that I am fully responsible for garnering all approvals and application for lot legality.

Property Owner Signature

Date



CERTIFICATE OF COMPLIANCE FOR LOT LEGALITY

SUBMITTAL REQUIREMENTS

FORM LL-2

<i>Required if Checked</i>	<i>Submittal Items</i>		<i>Accepted by City</i>
☐	1	Pay review fee deposit with initial submittal and balance prior to approval.	☐
☐	2	Complete Application Form LL-1 including this Submittal Checklist Form LL-2	☐
☐	3	Surveyor of Work's transmittal: detail all submittal items and quantities	☐
☐	4	Traverse calculations for property boundary, signed and sealed by surveyor	☐
☐	5	Set of reference maps and recorded documents including chain of title	☐
☐	6	Preliminary title report dated within 6 months of the application date. Title company shall include in report hyperlinks and copies of all referenced documents.	☐
☐	7	Final Conditions of Approval letter or entitlement resolution	☐
☐	8	Approved entitlement exhibits (i.e., TSM, TPM, SDP)	☐
☐	9	Signed and sealed legal description in metes and bounds format on 8.5" x 11" sheets labeled Exhibit 'A'	☐
☐	10	Signed and sealed Lot Legality Plat on 8.5" x 11" sheets labeled Exhibit 'B'	☐
☐	11	Proof of signature authority if property owner is a legal entity (i.e. LLC, corporation, LP). Proof of signature authority is also required for beneficiaries or trustees	☐
☐	12	Other as specified by City:	☐
Items Required Only After Initial Submittal			
☐	13	Resubmittal response: Surveyor of Work's written response itemizing responses to each review comment and identifying any map features that have significantly changed.	☐
☐	14	Additional plan check fees equal to 33% of the plan check fee due at the 4 th and each subsequent plan review	☐

EXHIBIT 'B'
LOT LEGALITY PLAT
CITY OF SAN MARCOS

LEGAL DESCRIPTION OF REAL PROPERTY

[legal description of parcels/lots in current form]

EXISTING EASEMENTS

PARCEL ZONING INFORMATION

ASSESSOR'S PARCEL NUMBER(S)

PARCEL NET AREA

[net area of each adjusted parcel/lot]

BASIS OF BEARING

VICINITY MAP

SCALE 1 IN = ____ FT

APPLICANT:

NAME
ADDRESS
PHONE NO.

PREPARED BY:

SURVEYOR/ENGINEER FIRM
ADDRESS
PHONE NO.

OWNER:

NAME
ADDRESS
PHONE NO.

Wet signature

Wet signature

SEAL

OWNER

DATE

SURVEYOR/ENGINEER, LS/RCE NO.

DATE

CASE NO.:

CITY ENGINEER

COC NO.:

BA ##-#####

APPROVAL:

ISAAC M. ETCHAMENDY, RCE 81294

DATE