

# CERTIFICATE OF COMPLIANCE CHECKLIST

## INFORMATION:

An online **DRP - Base Application - Permits and Reviews** must be completed via EPIC-LA (<https://epicla.lacounty.gov>). Incomplete applications will not be accepted. Please refer to “How to Apply Online” on our applications page (<http://planning.lacounty.gov/apps>).

Applicants are advised to consult with planning staff prior to applying at **213-974-6411** or [info@planning.lacounty.gov](mailto:info@planning.lacounty.gov).

## REQUIRED ITEMS

1. [Owner Acknowledgement Form](#)
2. [Certificate of Compliance Supplemental Form](#)
3. Provide legible copy of recorded grant deed
4. Certificate of Compliance Signature Page

- Fill out address
- Must be signed by hand with blue or black ink
- All owners on the deed are required to sign
- All trustees for a property under a trust are required to sign
- For a property owned by a LLC, corporation, or partnership, proof of signatory authority is required (refer to Item 6)
- A scan of the original “wet signature” document is to be included with the application packet

## 5. Typed legal description of subject property

Please type the legal description from the deed on the blank Exhibit “A” document

## ADDITIONAL ITEMS

(PROJECT-BY- PROJECT BASIS)

## 6. Proof of Ownership

If the project site is owned by an LLC, corporation, partnership, or trust, attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.

## ACKNOWLEDGEMENTS

I understand that the Department of Regional Planning urges that I contact my title company for a review of my preliminary title report, to see if a Certificate of Compliance has already been issued for my property. If I apply without doing such a title search and this Department’s research indicates that a certificate of Compliance has already been issued for my property, I will be entitled to only a partial (40%) refund of my application fees; and

I understand that if my parcel was created on or after March 4, 1972, a Conditional Certificate of Compliance will be issued for your property. A condition will require you to obtain a parcel map prior to the Certificate of Compliance becoming effective; and

I understand that the wet signature page of the Certificate of Compliance application must be mailed to Regional Planning as requested by staff. The Certificate of Compliance will not be recorded without the original signature(s).