

INSTRUCTIONS FOR FILING A CERTIFICATE OF COMPLIANCE

****ALL LEGAL DESCRIPTIONS MUST BE REVIEWED & STAMPED BY A LICENSED SURVEYOR****

- a. **One completed MASTER LAND USE PERMIT APPLICATION.** Signed by all the record owners of the subject property.
- b. **One** completed typed legal description (L.A. County Recorder's requirement) for the subject parcel(s) on a **separate sheet(s)** entitled "Legal Description" that is in compliance with L.A. City Clerk's Land Records Division, and has been **reviewed and stamped by a licensed surveyor. The applicant and surveyor are responsible for the correct legal descriptions of subject parcel.**
- c. **Five** copies of an 8½" by 11" map drawn to an engineer's scale depicting accurately the subject parcel(s) and structures including the following: scale and north arrow, date of preparation, name, address and phone number of preparer, name, address and phone number of owner of property, street address of subject parcel(s), zoning of parcel(s), all structures with dimensions to other structures and property lines, label structures to remain or to be removed, identify use of all structures and number of parking spaces, provide lot dimensions and net area of subject parcel(s), locate, name and depict dimension of adjacent and closest intersecting public and private streets, alley, driveways and easements, and label at top of "Certificate of Compliance No. _____."
- d. **One** print of a legible 8½" by 11" or larger Los Angeles County Assessor's map (Los Angeles County Assessor's Office, Room 205, Hall of Administration, 500 West Temple Street).
- e. **The latest recorded deed** for the subject parcel(s), **and the Document that created the parcel(s)** (grant deed, contract of sale, trust deed foreclosure.)
- f. **one lot cut printout** from the City Clerk's Land Records Division (Room 730, 201 North Figueroa Street).
- g. **One Land Records map** for the subject parcel (Room 730, 201 North Figueroa Street)
- h. **One** print out and map of the subject parcel(s) from ZIMAS (Zone Information and Map Access System)
- i. **All** building permits and certificates of occupancy from Department of Building and Safety's Building Records, First Floor, 201 North Figueroa Street.
- j. **Two** maps must be stamped by the Department of Building and Safety, Grading Division, located at 201 N. Figueroa Street, 3rd Floor at the Metro Development Services Center. **A copy of the fee receipt must be submitted.**