

**APPLICATION FOR
CERTIFICATE OF COMPLIANCE**

TOWN OF LOS GATOS - COMMUNITY DEVELOPMENT DEPARTMENT

110 E MAIN STREET, LOS GATOS, CA 95030

PLANNING@LOSGATOSCA.GOV

408-354-6872

PLEASE SUBMIT APPLICATION WITH ALL REQUIRED DOCUMENTS VIA THE CITIZEN'S PORTAL:

<https://permits.losgatosca.gov/Login-and-Manage-My-Records>

PLEASE TYPE OR PRINT CLEARLY

1. PROPERTY INFORMATION:

Property Address: _____ Application Date: _____

APN(s): _____ Gross Acres: _____ Net Acres: _____

2. CONTACT INFORMATION:

a. Property Owner:

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

SIGNATURE OF PROPERTY OWNER (REQUIRED):

I hereby certify that all statements are correct and that all accompanying documents are accurate.

SIGNATURE: _____ **DATE:** _____

b. Applicant (if different from Property Owner):

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

SIGNATURE OF APPLICANT (If different from Property Owner):

SIGNATURE: _____ **DATE:** _____

c. Licensed Surveyor responsible for preparing map:

Name: _____ Reg. No.: _____ Exp. Date: _____

Firm: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

d. Contact Person (if different from Surveyor listed above)

Name: _____ Reg. No.: _____ Exp. Date: _____

Firm: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

**TOWN OF LOS GATOS
COMMUNITY DEVELOPMENT DEPARTMENT**

**REQUIREMENTS FOR SUBMITTAL OF A
CERTIFICATE OF COMPLIANCE APPLICATION**

The following is a list of the minimum plan requirements for a Certificate of Compliance. Applicants are to use this as a checklist to ensure completeness of the plans.

A. GENERAL REQUIREMENTS:

1. Completed Certificate of Compliance Application.
2. Scale on each sheet.
3. North arrow on each sheet as applicable.
4. Site Plan.
5. Plans fully dimensioned.
6. Address on each sheet.

B. PLAT OR SITE PLAN WITH THE FOLLOWING MINIMUM INFORMATION:

1. Current Grand Deed.
2. Chain of Title.
3. Summary Description of each lot for which a certificate is desired, which should include:
 - a. The year when each parcel was created and copy and reference to the document(s) creating the lot;
 - b. An explanation of how the creation of each lot or parcel compiled with the Subdivision Map Act and Town of Los Gatos Subdivision Ordinance;
 - c. Copies and references of any court decisions or other documents on which these calculations are based; and
 - d. Summary of existing road access, structures (footprint and square feet), land use (residential, office, etc.), and zoning.
4. Legal Description, Plan, and Closure Calculations.
5. Assessor's Parcel Map.