

CITY OF BRISBANE

CERTIFICATE OF COMPLIANCE APPLICATION INFORMATION

SUBMITTAL REQUIREMENTS. For the Community Development Director to properly respond to a request for a Certificate of Compliance, certain information is required from you, the applicant. You should be aware that an incomplete application will delay processing.

➤ **ELECTRONIC SUBMITTAL REQUIRED:**

- Please submit all required items as PDF, Microsoft Office (Word, Excel, etc.), or JPG/TIF/PNG file types, as appropriate to the items listed below. You may compress or archive multiple file types into a single folder and upload the compressed (zipped) folder to our [electronic planning application](#). (Max 125 MB per file or folder.)
- Development plans MUST be submitted in PDF format;** CAD or other drafting file types will not be accepted. Development plan pages must be contained in one single PDF file; PDF files of individual plan pages will not be accepted. Please see the [Plan Preparation Guidelines](#) for digital file submittal standards.

ALL CERTIFICATE OF COMPLIANCE APPLICATIONS:

The following information and documents are required for all certificate of compliance applications, unless specifically waived by staff:

- APPLICATION – A completed electronic planning application. Applications may be electronically signed and may require a [Property Owner Authorization Form](#).
- APPLICATION FEE – Refer to the line P42a of the [Master Fee Schedule](#); except for properties which have already been issued a permit or grant of approval for development per Government Code Section [66499.35\(c\)](#), see Line 42b. Fee may be paid by Visa or MasterCard (please note 2% additional processing fee), or by check.

Note: Planning fees are non-refundable.

In addition, a check made payable to "San Mateo County Clerk-Recorder" will be required to cover recordation fees (refer to the San Mateo County Clerk-Recorder's current recording fee schedule) once the Certificate of Compliance is approved.

- SUPPORTING MATERIALS – The below documents and plans must be electronically submitted with any use permit application.
- ALL AVAILABLE INFORMATION AS TO HOW AND WHEN THE SUBJECT PROPERTY WAS CREATED. – Because the Certificate of Compliance is essentially a determination of whether the subject property was created in compliance with all State and local requirements in effect at the time of its creation, information is needed as to when and how the property was created

[see Government Code Sections [66499.35](#)(a) & (b)]. Such information may include copies of:

- Recorded Subdivision Maps, Parcel Maps or Records of Survey for the property;
 - Grant Deeds or similar ownership documents, specifically the earliest for the property in its current configuration **and** the latest identifying when the current owner acquired his or her interest in the property, including the current legal description of the property;
 - County Assessor's records as to how and when the current configuration of the subject parcel came into being (such as Assessor's Parcel Maps or Requests for Partition);
 - Long-term leases of the property.
- BUILDING PERMITS – Permits and other approvals for development issued for the property (Community Development Department address files and San Mateo County Assessor's Residential Unit Appraisal Records).

CODE REFERENCES. Please refer to [Brisbane Municipal Code §16.48.070](#) for Code requirements for Certificates of Compliance.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY
DEVELOPMENT DEPARTMENT
planning@brisbaneca.org

Community Development Department Hours:
8 A.M - 5 P.M. Mondays, Tuesdays & Thursdays
8 A.M. - 8 P.M. Wednesdays
8 A.M. - 1 P.M. Fridays

Please call ahead to make an appointment.



**COMMUNITY DEVELOPMENT DEPARTMENT | CITY OF BRISBANE |
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