

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.

- APPLICATION AND FEE - A completed planning application and filing fee. Refer to Line P42a in the current 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. 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.

- 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 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
BRISBANE CITY HALL, 50 PARK PLACE, BRISBANE, CA 94005
(415) 508-2120
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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