



## **COUNTY OF YOLO**

# **CERTIFICATE OF COMPLIANCE/ LOT LINE ADJUSTMENT/ MERGER OF PARCELS**

Department of Community Services  
292 West Beamer Street  
Woodland, California 95695-2598

(530) 666-8775



# County of Yolo

Taro Echiburú  
DIRECTOR

## DEPARTMENT OF COMMUNITY SERVICES

**Planning, Building and Public Works**  
292 West Beamer Street  
Woodland, CA 95695-2598

**Environmental Health**  
292 West Beamer St,  
Woodland, CA 95695

**Integrated Waste Management**  
44090 CR 28 H  
Woodland, CA 95776

(530) 666-8775 FAX (530) 666-8156  
www.yolocounty.org

(530) 666-8646

(530) 666-8852

## APPLICATION REQUIRED MATERIALS

The following list specifies the information needed to submit a proposed application for a Certificate of Compliance; a Lot Line Adjustment with a Certificate of Compliance; or a Lot Merger.

ITEM	RECEIVED
<b>Application Fee(s):</b> Please check with a planner regarding applicable fees	
<b>Application Form</b> (both sides, signed)	
<b>Environmental / Project Site Questionnaire</b>	
<b>Location Map</b> (may be combined with Lot Line Adjustment Map, below)	
<b>Lot Line Adjustment (LLA) Map</b> (if requested, see attached "Requirements for a Lot Line Adjustment/Merger Map")	
<b>Legal description(s)</b> of the parcel(s) for which the Certificate of Compliance is requested, or new legal descriptions for the proposed new parcels created by a LLA along with a copy of closure calculations	
<b>Assessor's Parcel Map</b> (project site outlined)	
<b>One 8½ x 11 reduction</b> of all maps, plans, etc.	
<b>Preliminary Title Report</b> or Copy of Deed	
<p><u>For a Certificate of Compliance and/or if it is necessary to establish the legal status of the lots for a Lot Line Adjustment, provide a <b>Certified Chain of Title</b> (recorded grant deeds) in chronological order starting from the current date and dating back to the first grant deed that described the specific parcel for which the LLA/Certificate of Compliance is being requested.</u></p> <p>The submitted Chain of Titles shall comply with the following:</p> <ol style="list-style-type: none"> <li>1. It shall be prepared by a title company.</li> <li>2. The first page of the chain of titles shall be a letter from the title company certifying that the submitted document is the complete chain of titles.</li> <li>3. The second page of the submitted document shall contain a summary of all the grant deeds showing the document number, book and page number; date of filing in the County Recorder's Office; and names of the persons exchanging the property.</li> <li>4. The grant deeds shall be clearly readable and shall show the document number, book and page number and date of filing in the County Recorder's Office.</li> </ol> <p><u>Portions of the grant deeds specifically describing a parcel shall be highlighted in yellow or other outline and shall refer to the corresponding parcel on an Assessor's Parcel Map with color-coded parcels.</u></p>	

Digital files of all the application plans and materials, as available	
Additional Information: Depending upon the exact nature of the application, additional information May be required after submittal of the project application	

**NOTE:** The recording of a Certificate of Compliance pertains only to issues of compliance or noncompliance with the State Subdivision Map Act and local ordinances enacted governing land divisions. A Certificate of Compliance or a Lot Line Adjustment does not create new parcels. The land use development of the parcel(s) described by the Certificate of Compliance may require issuance of permit(s) (e.g. conditional use permit(s), building permits, etc.) or other grants of approval (e.g. approval of access to connect to the County public right-of-way, issuance of well and septic permits, etc.).



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## APPLICATION

Applicant Billing and Property Owner Information			
Applicant		Company (if applicable)	
Mailing Address			
City	State	Zip	Daytime Phone
Property Owner			
Address			
City	State	Zip	Daytime Phone

Project Information	
Assessor's Parcel No.	Parcel size
Property Address/Location	
Existing use of property	
Tax Rate Area(s) (taken from property tax bill):	
Application Request:	

Required Signatures	
<p>I hereby make application for the above-referenced land use entitlement and certify that this application, other documents, and exhibits submitted are true and correct to the best of my knowledge and belief. <b>Should any information or representation submitted in connection with this application form be incorrect or untrue, I understand that Yolo County may rescind any approval or determination, or take other appropriate action.</b></p> <p>I hereby acknowledge that I have been informed of my right to make written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.</p> <p>I also certify that I am the owner of the above property or have attached the owner's written consent to file this application. If more than one, please attach a consent letter for each property owner. If owner refuses or is unable to sign, provide copy of lease, title report or other documentation. I understand that verification of property ownership or interests in the property or application may be required.</p>	
Applicant's/Owner's Signature	Date

## PERMIT PROCESSING FEE AGREEMENT

I, the undersigned, hereby authorize the County of Yolo to process the permit request on the previous side of this application in accordance with the Yolo County Code. I (the land owner and/or the applicant) am depositing a minimum initial deposit to cover staff review, coordination, and processing costs related to my application request based on actual staff time expended and other direct costs, including, but not limited to, outside consultant services, county counsel charges, and materials costs in accordance with the adopted Yolo County Fee Resolution and the Project Cost Reimbursement Agreement attached to this application, if required. This initial deposit will be held by the County in a deposit account to pay for staff time and other charges spent processing the application. I understand that such costs will be drawn from the deposit account and that I will be billed on a "time and materials" basis in order to maintain a positive account balance at all times during the review process. I further understand that no work will be performed on the project with a negative fund balance. By signing below, I agree to pay all permitting costs, including requests to supplement the deposit account, plus any accrued interest, if the applicant does not pay costs.

I agree not to alter the physical condition of the property during the processing of this application by removing trees, demolishing structures, altering streams, and grading or filling. I agree not to start construction of any new structures prior to permit approval. I understand that such alteration or new construction may result in the imposition of criminal, civil or administrative fines or penalties, or may result in the delay or denial of the project application.

**FISH AND GAME REVIEW FEES:** I understand that my application and/or any applicable environmental document for my project may be referred to the California Department of Fish and Wildlife (CDFW) for review and comment in accordance with the provisions of the California Environmental Quality Act. Should this review be required, I understand that I must pay all fees for the cost of CDFW review as required by Section 711.4 of the Fish and Game Code (currently \$2,548.00 for Negative Declarations or \$3,539.25 for Environmental Impact Reports, plus \$50.00 County Clerk fee). Should these fees be required, I agree to remit a cashier's check or money order in the required amount, payable to the Yolo County Clerk, to the Planning Division prior to the posting of any Notice of Determination following project approval.

**MITIGATION FEES OR REQUIREMENTS:** I further understand that my project, if approved, may be subject to one or more mitigation fees including the following fees current as of 2022:

**Yolo HCP/NCCP land cover fee\*:** \$15,571 per acre of impact to all applicable land cover types

**Yolo HCP/NCCP fresh emergent wetland fee\*:** \$80,864 per acre of impact to fresh emergent wetland areas

**Yolo HCP/NCCP valley foothill riparian fee\*:** \$66,560 per acre of impact to valley foothill riparian areas

**Yolo HCP/NCCP lacustrine and riverine fee\*:** \$64,854 per acre of impact to lacustrine or riverine areas

**Agricultural mitigation in lieu fee:** \$10,100 per acre of farmland converted (for projects less than 20 acres)

**Inclusionary Housing in lieu fee:** sliding scale for projects under 8/10 units (\$1,292 for single family house)

*\*Fee amounts subject to change in March of each year per the conditions outlined in the Yolo HCP/NCCP*

## AFFIDAVIT OF CERTIFIED PROPERTY OWNERS

I further certify that the attached list of property owners contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County within the area described on the attached application and for a distance of three hundred feet (300) from the exterior boundaries of the property described on the attached application.

I certify under penalty of perjury that the foregoing is true and correct.

## CERTIFICATION STATEMENT OF HAZARDOUS WASTE OR SUBSTANCE SITE

Pursuant to the requirements of Section 65962.5 of the California Government Code, I certify that the project site for the above entitlement is not located on the State list of identified hazardous waste/or hazardous substance sites.

## REQUIRED SIGNATURES

I hereby certify that I have read all the above information on this page. All this information is correct and I agree to abide by the requirements therein.

PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE:

NAME \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**INDEMNIFICATION AGREEMENT**

As part of this application, applicant and real party in interest if different, agree to defend, indemnify, hold harmless, and release Yolo County, its agents, officers, attorneys, and employees from any claim, action, or proceeding brought against any of them, the purpose of which is to attack, set aside, void, or annul the approval of this application or adoption of the environmental document, which accompanies it. This indemnification obligation shall include but not be limited to: damages, costs, expenses, attorney fees, or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of this application, whether or not there is concurrent passive negligence on the part of Yolo County, its agents, officers, attorneys, or employees.

APPLICANT: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

REAL PARTY INTEREST: \_\_\_\_\_  
(If different from Applicant)

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

# ENVIRONMENTAL / PROJECT SITE QUESTIONNAIRE

## A. PROPOSED PROJECT SITE

1. Assessor Parcel Number(s):  
\_\_\_\_\_
2. Location (nearest public road, cross street, community, etc): \_\_\_\_\_
3. Size of Assessor Parcel Areas(s): \_\_\_\_\_ sq. ft./acres. \_\_\_\_\_
4. Existing Land Use(s): \_\_\_\_\_
5. Existing Building(s) and Structure(s): \_\_\_\_\_
6. Distinctive Physical Features (i.e. landslides, streams, faults): \_\_\_\_\_
7. Existing Vegetation: \_\_\_\_\_
8. Existing Access Routes (if any): \_\_\_\_\_
9. Existing Drainage Facilities/Direction: \_\_\_\_\_
10. Existing Water Supply (if any): \_\_\_\_\_
11. Existing Sanitation Facilities (if any): \_\_\_\_\_
12. List and Describe all Existing Easements: \_\_\_\_\_
13. Owner(s) of Mineral Rights: \_\_\_\_\_
14. Existing Land Conservation Contract and/or other deed restrictions (if any):  
\_\_\_\_\_

## B. SURROUNDING PROPERTIES AND LAND USES

1. Land Uses (including type of crops if agricultural).  
North: \_\_\_\_\_ South: \_\_\_\_\_  
East: \_\_\_\_\_ West: \_\_\_\_\_
  
2. Buildings and Structures (indicate distance from project site).  
North: \_\_\_\_\_ South: \_\_\_\_\_  
East: \_\_\_\_\_ West: \_\_\_\_\_

3. Distinctive Physical Features and Vegetation.

North: \_\_\_\_\_ South: \_\_\_\_\_

East: \_\_\_\_\_ West: \_\_\_\_\_

4. Noise characteristics of the surrounding area (include significant noise sources:

\_\_\_\_\_

**C. PROJECT DESCRIPTION**

1. Reason for proposed Certificate of Compliance, Lot Line Adjustment, or Merger:



# LOT LINE ADJUSTMENT/MERGER REQUIREMENTS

Each Lot Line Adjustment Map shall consist of one or more sheets of equal size and shall be drawn to one inch to one hundred-foot or larger scale unless otherwise approved by the Planning Director. Pursuant to Section 8731 of the Professional Land Surveyors Act, a Lot Line Adjustment Map shall be prepared by a California Land Surveyor, or a Registered Civil Engineer authorized to practice land surveying. The Lot Line Adjustment Map shall be clearly and legibly drawn and shall contain not less than the following information:

1. A small vicinity or area map (1"=2,000') showing roads, towns, major creeks, railroads and other data sufficient to locate the proposed Lot Line Adjustment property.
2. Title block, which shall contain the North arrow and scale, date of preparation of the map, and the name and address of legal owner(s) and the person preparing the map.
3. Assessor's parcel numbers on all parcels affected by the proposed Lot Line Adjustment.
4. Location of all existing structures, distances between structures, and distances between structures and boundary lines of both the original parcel boundaries and the adjusted parcel boundaries.
5. Location of all existing wells, water lines, septic tanks, leach lines and replacement areas; distances between wells, septic tanks, leach lines and replacement areas; and distances between septic tanks, leach lines and replacement areas and boundary lines of both the original parcel boundaries and the adjusted parcel boundaries.
6. Names, locations and dimensions of all existing streets, roads and rights-of-way on or bounding the original parcels.
7. Locations and dimensions of all proposed easements, streets, roads, and rights-of-way.
8. Approximate location of existing and proposed domestic wells and location of existing and proposed septic tanks and leach fields for all lots affected by the proposed Lot Line Adjustment.
9. Approximate location of all watercourses, 100-year floodplain, reservoirs, streams, rivers, drainage channels, and existing and proposed drainage structures.
10. Proposed improvements, if any.
11. Existing topography of the subject property, including but not limited to the contour of the land at intervals of 2 feet of elevation up to 5%, or lesser contour intervals as may be approved by the Director of Planning, Resources and Public Works. Contours shall be indicated on contiguous property for a distance of 200 feet. Every fifth contour shall be a heavier weight line.
12. Existing and proposed boundary lines, dimensions, and approximate areas of the original parcels and of the adjusted parcels.
13. New legal descriptions for the proposed new parcels (electronic file is requested), along with a copy of closure calculation

## FINDINGS REQUIRED

For approval of this project, the Zoning Administrator will need to make the following findings, as required by Sec. 8-1.606(a) of the County Code:

1. That the application is complete and that all record title holders who are required by the Subdivision Map Act of the State to consent have consented to the proposed merger or lot line adjustment, and that the proposed merger or lot line adjustment is in compliance with said Act;
2. That the deeds to be utilized in any transaction, if necessary, accurately describe the resulting parcels, and that the merger or lot line adjustment will not result in the abandonment of any street or utility easement of record;
3. That if the lot line adjustment will result in a transfer of property from one owner to another owner, that the deed to the subsequent owner expressly reserves any street or utility easement of record;
4. The adjustment is consistent with applicable building ordinances, and that either:
  - (i) all of the resulting lots will conform to all applicable zoning requirements including minimum parcel size, or
  - (ii) no conforming lot will be made nonconforming with applicable zoning requirements and the adjustment will not reduce the aggregate area of all affected lots which do not meet applicable zoning requirements;
  - (iii) in the case of antiquated subdivision and/or Certificate of Compliance that recognizes a series of contiguous small legal lots in an agricultural zone, the adjustment is necessary to cluster small home site parcels of 2.5 to 4.0 acres in one area to reduce impacts to agricultural operations, as set forth in section 8-2.403 of Chapter 2 of this title.
5. Approval of the lot line adjustment will not create a greater number of parcels than originally existed;
6. That the merger or lot line adjustment will not result in the elimination or reduction in size of an access way to any resulting parcel, or that the application is accompanied by new easements to provide access that meet all the requirements of this code;
7. That the merger or lot line adjustment is excluded from the Subdivision Map Act, and has been reviewed pursuant to Section 66412(d) of said Act;
8. That the merger or lot line adjustment is consistent with the General Plan;
9. That the merger or lot line adjustment complies with the zoning regulations and parcel size minimum standards as set forth in Chapter 2 of this title;
10. That the Zoning Administrator is satisfied that the design of the resulting parcels will comply with the requirements of this title and provides for water drainage, public road access, water supply sewer system availability, environmental protection, and all other requirements of State laws and this code; and
11. That the merger or lot line adjustment will not result in a significant effect on the environment pursuant to the California Environmental Quality Act (CEQA) (Public Resources Code 21000 et. Seq.), and/or is categorically exempt pursuant to CEQA Guidelines Section 15305, as amended.
12. That, as required by the County Recorder, if there are multiple owners involved, all deeds shall be executed simultaneously with recording the lot line adjustment.

In addition, as required by the County Recorder, if there are multiple owners involved, all deeds shall be executed simultaneously with recording the lot line adjustment.



# County of Yolo

DEPARTMENT OF PLANNING, PUBLIC WORKS AND ENVIRONMENTAL SERVICES

Environmental Health Division

292 W. Beamer Street, Woodland, CA 95695  
 PHONE - (530) 666-8646 FAX - (530) 669-1448

**April Meneghetti, REHS**  
 Director of Environmental Health

## ENVIRONMENTAL HEALTH LAND USE REVIEW SURVEY

A Building Permit Application may require a review from Yolo County Environmental Health (YCEH) to ensure the compliance with County, State and Federal laws and regulations. Please complete this survey and answer questions pertaining to each YCEH unit to the best of your knowledge, and submit it as part of your complete application. This survey should be completed by the property owner or the business operator.

Site address:		City:	Zip code:
Existing business? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, name of business:	
Property and/or owner of business name:			
Phone number:		Email:	
Mailing address:		City:	Zip code:
Building Permit #:	Project Description: (Please describe this building permit project as specifically as possible; such as "New house" or "Remodeling a house for use as an Office":		

EH Program	Environmental Health Questions:	YES	NO	N/A	Why is this asked?
<b>ALL</b>	Is this project for a commercial use?				<i>Some EH programs regulate only commercial facilities.</i>
<b>SEPTIC SYSTEM:</b> <b>If on City Sewer System, check here: <input type="checkbox"/> *</b> <b>* Go to next EH Program. ONLY answer questions if a septic system exists on parcel - OR - the parcel will be serviced by a future septic system:</b>	Is a building/structure getting bigger; is the footprint of a building/structure is expanding out of the original footprint?				<i>Septic setbacks are required with adequate replacement area</i>
	Will this project include adding a structure/building/foundation to the land that will be an additional footprint?				<i>Septic setbacks are required with adequate replacement area</i>
	Will this project have a wastewater flow or will it alter the existing wastewater flow?				<i>Needs to meet septic installation requirements</i>
	Will this project change the wastewater flow in any way (decrease or increase)? <i>For example, <u>adding bedrooms</u> or potential sleeping rooms, or <u>changing the use</u> of the structure, such as residential to commercial</i>				<i>This will affect the existing septic system, and the system will need to be evaluated.</i>
	Grading permits only: will the project have an impact on the existing soils on the parcel?				<i>This could affect future septic system developments.</i>
	Is there an unused septic system on this parcel?				<i>Abandonment under permit is required.</i>

EH Program	Environmental Health Questions:	YES	NO	N/A	Why is this asked?
<b>WELL / WATER USE:</b>  <b>If on City Water System or another approved Public Water System, check here: <input type="checkbox"/> *</b>  <b>* Go to next EH Program. ONLY Answer questions if a water well exists on this parcel:</b>	Will this project replace one structure for another that already has a well service connection? <i>For example, replacing a modular home with a new modular home.</i>				<i>If it is on city water, not an EH issue.</i>
	Will this project use an existing well service connection to the structure? <i>For example, remodeling a house or other structure that is already connected to the well.</i>				<i>No need for EH review if there is an existing service connection</i>
	Will this project require new piping to connect from a well or well water line to the project (i.e., a new connection)?				<i>The well should have an approved permit; if not, the well requires evaluation.</i>  <i>There could be public water system or state small water system requirements.</i>
	<ul style="list-style-type: none"> <li>Will there be 15 or more buildings or physical structures supplied by this well?</li> </ul>				
	<ul style="list-style-type: none"> <li>Will there be 5-14 buildings or physical structures supplied by this well?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does this well serve 25 or more people daily, at least 60 days per year (can be non-consecutive days)?</li> </ul>				
<ul style="list-style-type: none"> <li>Does the water system serve 25 or more year-long residents (year-long residents is at least 183 days/year)?</li> </ul>					
	Is there an unused water well on this parcel?				<i>Abandonment under permit is required after 1 year of non-use.</i>
<b>SOLID WASTE:</b>	Will this project, or does activity on this parcel, result in handling yard trimmings, untreated wood wastes, natural fiber waste, or construction and demolition wood waste?				<i>Permit required</i>
	<ul style="list-style-type: none"> <li>If yes, will these materials be managed in a way which would allow them to reach 122 degrees Fahrenheit (i.e., composting, excessive storage times, etc.)?</li> </ul>				
<b>FOOD:</b>	Will this project, or does activity on this parcel, result in retail food facility activities? <i>"Retail" means handling food for dispensing or sale directly to the consumer or indirectly through a delivery service. For example: storing, preparing, packaging, serving, vending or otherwise providing food (any edible substance incl. beverage and ice) for human consumption at the retail level.</i>				<i>Permit required, including a plan check prior to building permit issuance.</i>
<b>POOL/SPA:</b>	Will this project result in a public pool/spa? <i>A public pool/spa includes but is not limited to pools/spas located at hotels, motel, parks, apartments, schools, health clubs, etc.</i>				<i>Permit required, including a plan check prior to building permit issuance.</i>
<b>BODY ART:</b>	Will this project, or does activity on this parcel, result in tattooing, body piercing, or permanent cosmetics activities?				<i>Permit required, including a plan check prior to building permit issuance.</i>
<b>WASTE TIRE:</b>	Will this project, or does activity on this parcel, result in generating waste tires onsite?				<i>Permit required</i>
	Will this project, or does activity on this parcel, result in hauling 10 or more waste tires at a time?				

EH Program	Environmental Health Questions:	YES	NO	N/A	Why is this asked?
<b>HAZARDOUS MATERIALS:</b>	1. Will this project, or does any activity on this parcel, result in the handling or storing of any hazardous materials in a commercial capacity? * <i>Please note: a hazardous material is a chemical that is flammable, corrosive, reactive or toxic. This could include organic pesticides.</i>				<i>May be required by State law to submit a Hazardous Materials Business Plan to YCEH.</i>
	2. Will this project or does activity on this parcel generate hazardous materials waste in a commercial capacity? * <i>For example, used oil.</i>				<i>Failure to comply with this requirement could result in fines of up to \$2000.00/day.</i>
	*Supplemental Hazardous Materials questions: <u>If you answered "yes" to #1 or #2 of the above HM questions, answer a) through i) questions below.</u> If you answered "no" to #1 or #2 of the above HM questions, mark N/A.  a) Will you be handling hazardous materials in quantities greater than 500 pounds, 55 gallons or 200 cubic feet of compressed gas?				<i>Business plans must be filed by going to the California Environmental Reporting System (CERS) website <a href="http://cers.calepa.ca.gov">cers.calepa.ca.gov</a>, creating an account, entering required hazardous materials information, and submitting the information for approval by YCEH.</i>
	b) Will you be repairing or maintaining motor vehicles or motorized equipment?				<i>For assistance with CERS, or any other hazmat questions, call our office at 530.666.8646 and ask for a hazmat specialist.</i>
	• If yes, will your facility handle any of the following: motor oil, gasoline, grease, antifreeze, hydraulic oil, and/or diesel?				
	c) Will you have an above ground storage tank?				
	d) Will you be selling motor vehicle fuel?				
	• If yes, will you have an underground storage tank? +				
	e) Will you be engaging in welding operations?				
	• If yes, will you be handling more than one cylinder of acetylene, oxygen, shielding or other welding gasses?				
	f) Will you be operating forklifts?				
	• If yes, will you be storing more than one extra cylinder of propane?				
	g) Will you be storing batteries with 55 gallons or more of acid?				+ Tank installations require a plan review.
h) Will you be engaging in photography?					
• If yes, will you be generating photographic waste fluid?					
i) Will you be engaging in x-ray processing?					
• If yes, will you be generating x-ray processing waste fluid?					
	3. Are there unused/abandoned hazardous materials storage containers on this site? <i>For example, above-ground tanks or underground tanks or barrels.</i>				<i>Permit required for abandonments.</i>

**I hereby certify that the information given in this Yolo County Environmental Health Land Use Survey document is true and correct to the best of my knowledge:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_