



PROCEDURES FOR FILING AN APPLICATION FOR A CONDITIONAL CERTIFICATE OF COMPLIANCE

County of Ventura • Resource Management Agency

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • www.vcrma.org/divisions/planning

PURPOSE

The purpose of a Conditional Certificate of Compliance (CCC) is to allow property owners who own a parcel of land determined to have been illegally created an opportunity to legalize the parcel. A CCC is not a land use entitlement, permit or approval. Rather, a CCC is a recorded notice stating that although the lot was not created in compliance with the subdivision laws, it may be sold, leased, or financed only. In addition, the CCC provides notice that no permit or grant of approval for development on the lot shall be issued until the lot is brought into compliance with the subdivision laws by satisfying a set of conditions of the recorded CCC.

PRE-SUBMITTAL MEETING

The applicant shall schedule a meeting with Planning Division staff prior to the submittal of a CCC application. Planning Division staff will familiarize the applicant with the County process for reviewing and approving a CCC, identify information required for filing a CCC application, identify County agencies which will review the applicant's application and may have special submittal requirements in order to process the application, and discuss applicable County policies and ordinances relative to the applicant request for a CCC. To schedule a pre-submittal meeting, please call (805) 654-2488 or email Plan.Counter@ventura.org.

APPLICATION SUBMITTAL

Once the applicant has completed the CCC application and obtained all the required application materials that were identified during the pre-submittal meeting, the applicant may formally submit the project application and pay the required deposit fee. The applicant shall schedule a meeting with Planning Division staff to submit the CCC application and required application materials. To schedule a meeting to submit your application, please call (805) 654-2488 or email Plan.Counter@ventura.org.

ESTABLISHING AND COMPLIANCE WITH CONDITIONS

The County may impose any conditions that would have been applicable to the division of the property at the time the applicant acquired his or her interest therein, and that had been established at that time by the Subdivision Map Act or the Ventura County Subdivision Ordinance. However, if the applicant was the owner of record at the time of the initial violation of the Subdivision Map Act or the Ventura County Subdivision Ordinance, then the County may impose any conditions that would be applicable to a current division of the property. Upon establishing the conditions, the County shall cause a CCC to be filed for record with the County Recorder. The CCC shall serve as notice to the property owner or any subsequent transferee or assignee of the property that the fulfillment and implementation of these conditions shall be required prior to subsequent issuance of a permit or other grant of approval for development of the property. (Government Code §66499.35(b))



CONDITIONAL CERTIFICATE OF COMPLIANCE APPLICATION CHECKLIST AND ACKNOWLEDGEMENTS

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REQUIRED ITEMS: The following checklist specifies the materials that are required in order to submit your application. The application will not be accepted until all required documents are provided. Planning Division staff may request additional items as needed on a project-by-project basis.

Required	No. of Required Copies	Received	Description of Materials All application materials shall be in digital format.
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	CCC Application Form
<input checked="" type="checkbox"/>	Original plus 1 copy	<input type="checkbox"/>	Signed Reimbursement Agreement
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Application Fee/Deposit payable to County of Ventura – See Fee Schedule at: https://vcrma.org/docs/images/pdf/planning/fees/Fee_Schedule_Current.pdf
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Assessor’s Map(s): Submit a copy showing the parcel(s) in question outlined or highlighted. https://assessor.countyofventura.org/assessor-data/assessor-maps/
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Current Deed: Provide a legible copy of the current deed.
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Proof of Ownership: If the parcel(s) are owned by an LLC, corporation, partnership, or trust, attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable.
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Current Preliminary Title Report: Provide a report from a Title Insurance Company that is not less than one year old.
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	Letter of Determination and Notice of Intention to Record a Notice of Violation issued by the County Surveyor, if applicable

ACKNOWLEDGEMENTS:

Please read these important acknowledgements.

I understand that a recording fee will be required by the County Recorder at the time of recordation of the Conditional Certificate of Compliance. This is a separate fee and not part of the initial application deposit. When the document is ready for recording, the Planning Division will notify you for the fee amount.

I understand that the submittal of inaccurate or incomplete information, or failure to comply with the instructions may result in processing delays and that it is my responsibility as the applicant and/or property owner to notify the Planning Division of any changes to the project, including a change of ownership, which may require additional information that may cause delay and cost to the processing of the project.



CONDITIONAL CERTIFICATE OF COMPLIANCE APPLICATION

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Was a Certificate of Compliance (CC) Number assigned to your project from the Public Works Agency, Surveyor's Office? If so, please provide the CC Number: _____

Assessor's Parcel Number(s): _____

Property Address: _____

City/State/Zip: _____

Record Owner

Record Owner Name(s): _____

Address: _____

City/State/Zip: _____

Phone No.: _____

Email: _____

I declare under penalty of perjury that I am the property owner for the parcel(s) mentioned above and I personally filled out the above information and certify its accuracy.

Owner's Signature (required): _____

Agent

Agent's Name: _____

Address: _____

City/State/Zip: _____

Phone No.: _____

Email: _____

I hereby authorize the person above to act as my agent. Further, I agree that my agent is authorized to apply for and file the documents necessary to apply for a Conditional Certificate of Compliance.

Owner's Signature (required): _____