

# **CERTIFICATE OF COMPLIANCE WORKSHEET**

## **APPLICATION CONTENTS**

The following information are required to process a Certificate of Compliance application:

- 1) Three (3) copies of a Plot Plan Map (8"x11" in size) containing:
  - A) Boundary information necessary to determine Certificate of Compliance
  - B) Basis of Bearing
  - C) Professional Engineer (PE) or Licensed Surveyor (LS) stamp and signature
  - D) Title "Certificate of Compliance No." \_\_\_\_\_
- 2) Title Report – no more than 90-days old
- 3) Completed and notarized Certificate of Compliance form with original owner signatures
- 4) A \$1250 processing fee collected by the Planning Division
- 5) Traverse Calculations