



# CITY OF MONTE SERENO

18041 SARATOGA-LOS GATOS ROAD, MONTE SERENO, CA 95030  
(408) 354-7635 • WWW.CITYOFMONTESERENO.ORG

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## CERTIFICATE OF COMPLIANCE SUBMITTAL REQUIREMENTS

### APPLICATION FEES:

- \$1,258 – Certificate of Compliance Application Fee

### INITIAL SUBMITTAL:

Applications shall be submitted and fees paid online at: <https://epermits.montesereno.org/>

### CERTIFICATE OF COMPLIANCE APPLICATIONS MUST INCLUDE ALL OF THE FOLLOWING DATA:

1. Request Letter prepared and signed by the applicant detailing each lot for which a certificate of compliance is sought. This summary shall include:
  - The year when each lot or parcel was created and a copy and reference to the document(s) creating the lot or parcel.
  - An explanation of how the creation of each lot or parcel complied with the Subdivision Map Act and the City's Subdivision Ordinance.
  - Copies and references of any court decisions or other documents on which these conclusions are based.
  - A summary of existing: road access, structures (with size in square feet), land use (residential, commercial, etc.), and zoning.
  - Ensure the following statement is included in the last paragraph of the letter, "I hereby certify that the information provided as attached is complete and that the facts, statements and information presented are true and correct to the best of my knowledge and belief."
2. Current Grant Deed used to prepare the plat and legal description(s). Must include current grant deeds for all properties involved.
3. Preliminary Title Report dated within 6 months and include all lots involved. Include copies of documents referenced in the report such as maps, deeds, and agreements.
4. Chain of Title prepared by a title company for the property.
5. Legal Description(s) and Plat Map prepared by a qualified Registered Civil Engineer or Land Surveyor pursuant to the Professional Land Surveyor's Act and including the following:

Exhibit "A" (Legal Description Requirements):

The legal description is an 8.5" x 11" metes-and-bounds description of the existing property.

Exhibit "B" (Plat Requirements):

The plat is an 8.5" x 11" map of the existing and proposed properties. The plat must show the following:

- Lot layout showing the dimension, bearings, and area of each lot.
  - Each lot should be numbered or lettered for identification.
  - Assessor Parcel Numbers of the lots.
  - Location, width and purpose of all existing easements on the lots.
  - Names and lines of existing streets that are adjacent to the lots.
  - Date, north arrow and scale.
  - Names of the property owners and person who prepared the plat.
  - One-half-inch (1/2") margins.
6. Closure Calculations that are computer generated and verify the closure/area calculations for all descriptions. Indicate degree of accuracy.
7. Site Plan including the following information:
- Date, title, and scale.
  - Existing lot lines, including distance from street centerlines and face of curb.
  - Existing lot areas and percent of lot coverage.
  - Location, width and type of existing and proposed easements (if applicable).
  - Footprints of existing buildings and structures.
  - Location and character of existing utility lines in abutting streets and service laterals to each lot (size and location of water, sewer, storm drain, PG&E, AT&T, fiber optic, etc.).
  - Location of existing driveways, parking spaces and circulation (including sidewalk and ADA path of travel), required parking counts (including compact and handicapped stalls).
  - Location of existing trash enclosures (if applicable).
  - Location, type and trunk size of existing trees.
  - General slope of the land giving one foot contours and/or spot elevations, with benchmarks.