



Certificate of Compliance Checklist

INTAKE MEETINGS ARE REQUIRED AND BY APPOINTMENT ONLY.

MONDAY – FRIDAY BETWEEN 8:30 A.M – 4:00 P.M.

Incomplete submittals and walk-in submittals will **not** be accepted at the counter.

Pre-Application Review: Prior to a formal plan submittal, a pre-application meeting with a planner is encouraged to review the application requirements and preliminary plans in relation to City development policies, the General Plan, zoning requirements, and any potential issues.

Application Intake Meeting: All applications require a submittal meeting with a staff planner to ensure application requirements have been fulfilled. A complete application expedites the initial planning review process.

Digital Submittals: **Fully digital submittals are encouraged.** Paper copies of plans and supporting documents will be accepted but are not required. Fold or roll all plans if submitting materials on paper. **Digital copies are required even if the original submittal is on paper.** Please contact Planning staff for a digital folder link prior to intake meeting.

I. Initial Submittal:

- Complete Planning Application** – Signed by Property Owner and the Applicant/Representative if applicable. Wet signature or digital signature (DocuSign, Adobe, etc.) required. Applications with a typed or scanned signature will not be accepted.
- Legal Descriptions** – Completed by a licensed Surveyor for the resulting lot(s).
- Title Report** – Must be current within 6 months.
- Full Payment of Applicable Fees** – Contact planning@atascadero.org for fee calculation. We accept in-person payment via cash, debit/credit card (under \$5,000), or check. Mailed checks are also accepted. Do not mail cash.
- Additional Information** -- Any additional information or reports supporting proposed modifications can be submitted to help expedite the staff review including environmental review & analysis. Ex: may include site photographs, arborist report, soils report, etc. Please call or set up a pre-application meeting with a planner to determine if specific information is required.

II. Final Submittal:

- Signed and Notarized Certificates of Compliance** – These will be sent to applicant by staff after the project is approved to proceed. **Please contact your lender to check if signatures are required to authorize Certificates of Compliance.**
- San Luis Obispo County Tax Certificate / Tax Bond** – This document certifies that there are no outstanding property tax obligations and that, if submitted prior to the release of property tax assessments, that an additional security payment has been made for any estimated taxes on the existing parcel. It can be obtained from the SLO County Assessor's Office. While only required upon final submittal, it is best to begin preparing these documents early.
- Subdivision Guarantee** – Provided by a title company. This document can take time to prepare, so it is best to reach out early in the process.
- Any additional documentation requested by the City Surveyor**