



**THIS PAGE INTENTIONALLY LEFT BLANK**

### APPLICANT'S CONTACT INFORMATION

Property Address: \_\_\_\_\_

For DPW-BSM use only  
ID No.:

Assessor's Block: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

<b>Owner:</b>			
Name:			
Address:			
Phone:		E-mail:	
<b>Person to be contacted concerning this project (If different from owner)</b>			
Name:			
Address:			
Phone:		E-mail:	
<b>Firm or agent preparing the Certificate of Compliance:</b>			
Name:			
Address:			
Phone:		E-mail:	

**THIS PAGE INTENTIONALLY LEFT BLANK**

**APPLICATION-for CERTIFICATE OF COMPLIANCE**

I (We), the undersigned property owner(s) (or the owner’s authorized agent) of that certain real located at:

Address \_\_\_\_\_

Assessor’s Block and Lot \_\_\_\_\_

Property described in Document No./Book and Image:

\_\_\_\_\_,  
(Provide complete recording information for current vesting deed)

Hereby request the City and County of San Francisco to determine whether said real property complies with the provisions of Government Code Section 66410, etc., The California Subdivision Map Act, as shown on the attached Exhibit A and B.

I, (We), \_\_\_\_\_  
(Print or Type Name in Full)

\_\_\_\_\_  
(Print or Type Name in Full)

being duly sworn, depose and say that I am (We are) the owner(s) of property involved in this application that the statements and information herein contained are in all respects true and correct to the best of my (our) knowledge and belief.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Subscribed and sworn before me on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Notary Public

**Note:** fill out this duly sworn and depose statement AND the attached notary acknowledgment.

**General Acknowledgment**

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
Date Name, Title of Officers

Personally appeared \_\_\_\_\_  
Name{s} of Signer(s)

Personally appeared \_\_\_\_\_  
Name{s} of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to be within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary

### CERTIFICATE OF COMPLIANCE APPLICATION CHECKLIST

**Check the following items enclosed where applicable:**

Submitted per guidelines and in this order?		Official Use Only:	No.	Item Description and Order	Total of copies	DPW
Yes	No	OK?				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1.	Applicant's contact information	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Application for Certificate of Compliance. (PROVIDE NOTARIZED SIGNATURES)	2	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.	Exhibit A: * Legal Description of compliant parcel(s).	2	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.	Exhibit B: * A Plat showing Exhibit A above.	2	2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.	Exhibits A and B must be prepared and stamped by a licensed land surveyor, or Engineer authorized to practice land surveying.		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.	Processing Fee: (\$ ) See current fee schedule (A check or money order, made payable to Department of Public Works.)	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.	Current Preliminary Title Report for all existing parcels. (dated within 90 days of the submittal of this application)	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.	1 Set of photographs of the subject property and 1 set of copies, showing both the front and back views.	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9.	Vesting Deeds of Subject Properties	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10.	Vesting Deeds of Adjoining Properties	1	1
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11.	Electronic Closure Calculations-if non-rectangular parcel(s)	1	1

\* See samples on pages 9-12

**THIS PAGE INTENTIONALLY LEFT BLANK**



**Sample Legal Descriptions and Plat**

**EXHIBIT A**

**LEGAL DESCRIPTIONS OF COMPLIANT PARCELS**

ALL THAT REAL PROPERTY SITUATED IN THE CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

**PARCEL A**

(APN: AB 1414, Lot \_\_\_\_)

BEGINNING AT A POINT ON THE EASTERLY LINE OF 20<sup>TH</sup> AVENUE (70 FEET WIDE) DISTANT THEREON SOUTHERLY 200 FEET FROM THE SOUTHERLY LINE OF CALIFORNIA STREET (80 FEET WIDE); THENCE SOUTHERLY 25 FEET ALONG SAID EASTERLY LINE OF 20<sup>TH</sup> AVENUE; THENCE AT A RIGHT ANGLE EASTERLY 120 FEET; THENCE AT A RIGHT ANGLE NORTHERLY 25 FEET; THENCE AT A RIGHT ANGLE WESTERLY 120 FEET TO THE POINT OF BEGINNING.

BEING LOT 1 OF BLOCK "H" AS SHOWN ON THAT CERTAIN MAP ENTITLED "GIFT MAP NO. 2", RECORDED JUNE 14, 1904, IN BOOK 1 AND 2 OF MAPS AT PAGE 131, OFFICIAL RECORDS, CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA.

*Note: each compliant parcel description on a separate sheet*

Note to Applicant: APN=Assessor's Parcel Number  
This description is for sample purposes only and is meant only to be used as a guideline.

**EXHIBIT A**

**LEGAL DESCRIPTIONS OF COMPLIANT PARCELS**

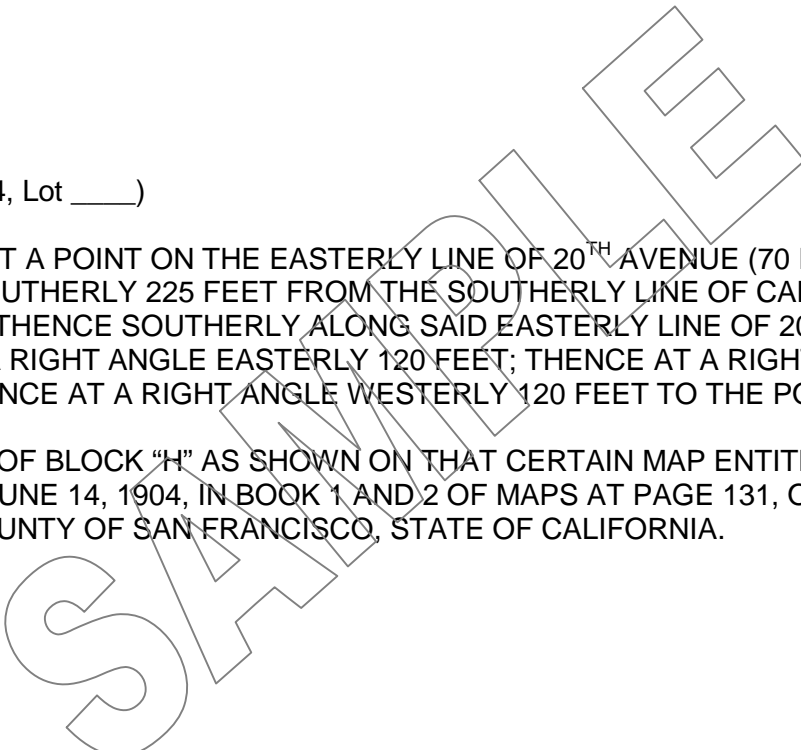
ALL THAT REAL PROPERTY SITUATED IN THE CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

**PARCEL B**

(APN: AB 1414, Lot \_\_\_\_)

BEGINNING AT A POINT ON THE EASTERLY LINE OF 20<sup>TH</sup> AVENUE (70 FEET WIDE), DISTANT THEREON SOUTHERLY 225 FEET FROM THE SOUTHERLY LINE OF CALIFORNIA STREET (80 FEET WIDE); THENCE SOUTHERLY ALONG SAID EASTERLY LINE OF 20<sup>TH</sup> AVENUE 25 FEET; THENCE AT A RIGHT ANGLE EASTERLY 120 FEET; THENCE AT A RIGHT ANGLE NORTHERLY 25 FEET; THENCE AT A RIGHT ANGLE WESTERLY 120 FEET TO THE POINT OF BEGINNING.

BEING LOT 2 OF BLOCK "H" AS SHOWN ON THAT CERTAIN MAP ENTITLED "GIFT MAP NO. 2", RECORDED JUNE 14, 1904, IN BOOK 1 AND 2 OF MAPS AT PAGE 131, OFFICIAL RECORDS, CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA.



**EXHIBIT A**

**LEGAL DESCRIPTIONS OF COMPLIANT PARCELS**

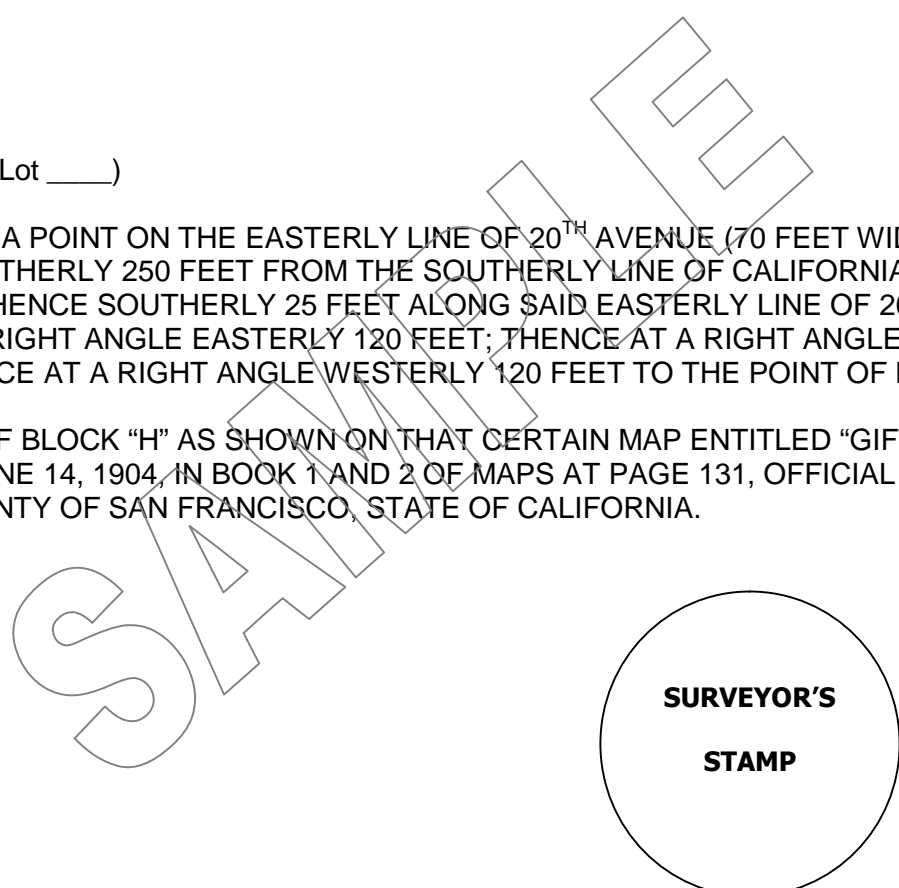
ALL THAT REAL PROPERTY SITUATED IN THE CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

**PARCEL C**

(APN: AB 1414, Lot \_\_\_\_)

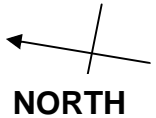
BEGINNING AT A POINT ON THE EASTERLY LINE OF 20<sup>TH</sup> AVENUE (70 FEET WIDE), DISTANT THEREON SOUTHERLY 250 FEET FROM THE SOUTHERLY LINE OF CALIFORNIA STREET (80 FEET WIDE); THENCE SOUTHERLY 25 FEET ALONG SAID EASTERLY LINE OF 20<sup>TH</sup> AVENUE; THENCE AT A RIGHT ANGLE EASTERLY 120 FEET; THENCE AT A RIGHT ANGLE NORTHERLY 25 FEET; THENCE AT A RIGHT ANGLE WESTERLY 120 FEET TO THE POINT OF BEGINNING.

BEING LOT 3 OF BLOCK "H" AS SHOWN ON THAT CERTAIN MAP ENTITLED "GIFT MAP NO. 2", RECORDED JUNE 14, 1904, IN BOOK 1 AND 2 OF MAPS AT PAGE 131, OFFICIAL RECORDS, CITY AND COUNTY OF SAN FRANCISCO, STATE OF CALIFORNIA.

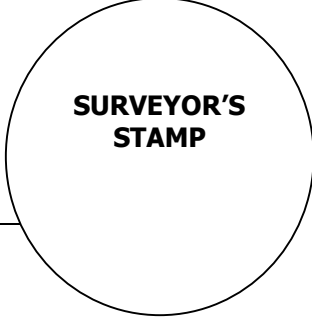
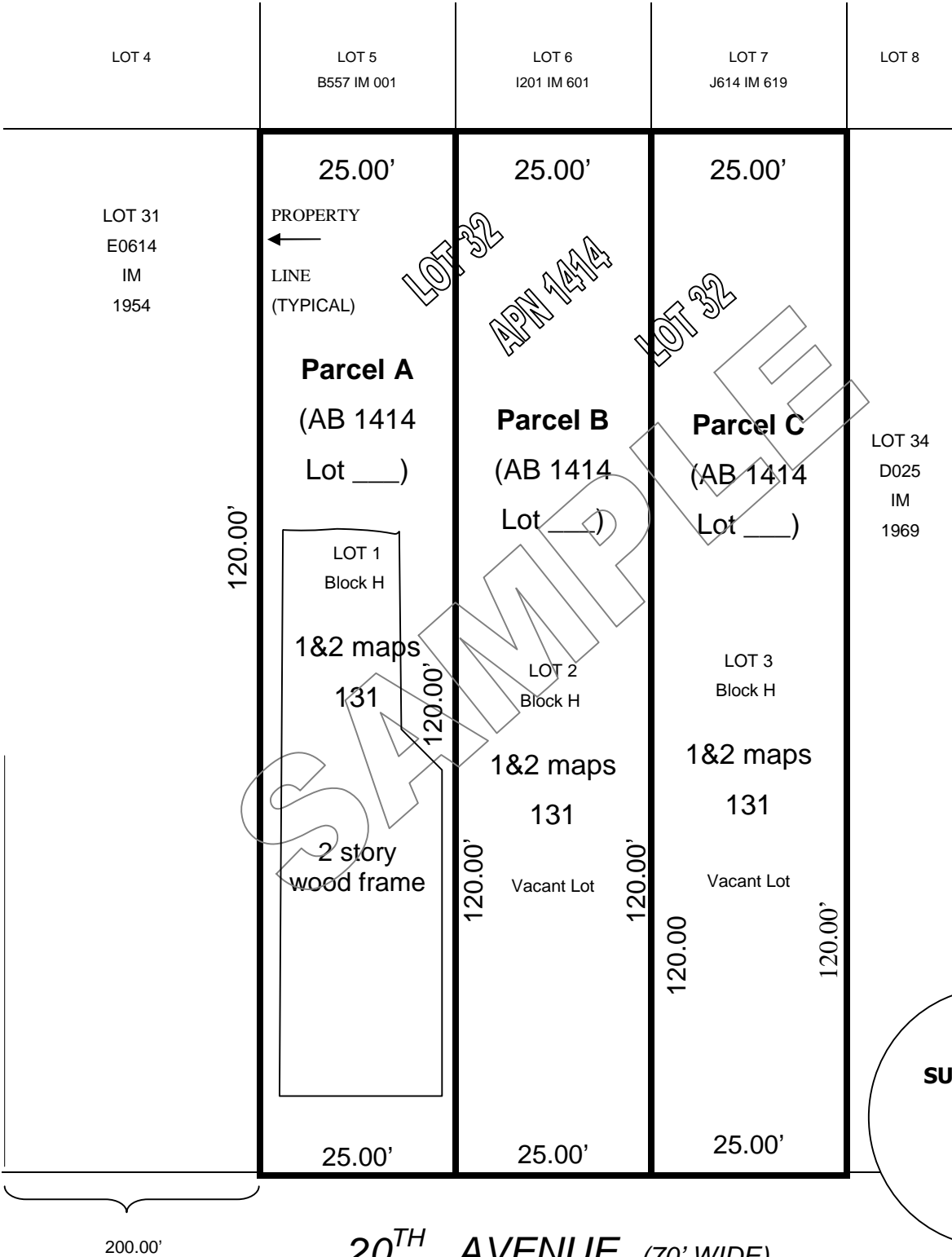


**SURVEYOR'S**

**STAMP**



CALIFORNIA STREET (80' WIDE)



**SURVEYOR'S  
STAMP**

**20<sup>TH</sup> AVENUE (70' WIDE)**

**CERTIFICATE OF COMPLIANCE  
PLAT-Exhibit B**

**ASSESSOR'S  
BLOCK 1414  
SAN FRANCISCO  
CALIFORNIA**

BY: AG CHKD: RH Date: 01/10/10 Scale: 1" = 20' Sheet 1 of 1