



## EZOP Planning Checklist CERTIFICATE OF LAND USE COMPLIANCE *Information Sheet*

### GENERAL INFORMATION

The Certificate of Land Use Compliance is used to certify the legal use of property, establish termination dates for nonconforming uses, and disclose in public records any conditions of operation and any other long-term conditions or restrictions that apply to the subject use or property. Upon approval, the Planning staff will make provision for the Certificate to be filed for recordation by the County Recorder.

In some instances, the Planning Division may require the filing of a Certificate of Land Use Compliance as a condition of approval of a land use application.

The Certificate will:

1. Identify the real property involved.
2. Certify that a given use is legally authorized by the County and will identify any land use application that was filed to authorize the development.
3. List the conditions for the development and operation of a use on the site including any required time limits for the termination of nonconforming uses structures.

### FEES

**Actual Cost Application:** \$1,624.00 initial deposit

Actual Cost Initial Deposit. The basic review fees for this application are charged on an “actual cost” basis. Your application money is deposited into an account and the reviewing staff records the time spent processing your application. Your account is then charged for the staff time at rates established by the San Bernardino County Fee Ordinance. You are responsible for all charges made to the account. If account funds are depleted an additional deposit will be required. If an additional deposit is required, it must be paid to allow staff to continue processing. Any failure to pay the required deposit will result in suspension and possible termination of the review process. For more information on fees, please contact County Planning.

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### SUBMITTAL MATERIALS CHECKLIST

Forms and Guidance Materials can be found at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>

- 1. Financially Responsible Party Information Form
- 2. Property Owner Certification.
- 3. Proof of property ownership:
  - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application OR
  - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.
- 4. Hazardous Waste Site Certification Form (for water and sewer).
- 5. Letter of Intent
- 6. Site/Plot Plan
- 7. Supporting documents certifying legal establishment of existing use (i.e. historic business license, newspaper clippings, etc.)