

Certificate of Compliance



What is a Certificate of Compliance?

A Certificate of Compliance is used to finalize some simple types of changes in parcels, such as lot line adjustments, parcel mergers, and minor land divisions. A Certificate of Compliance is issued by the Community Development Director and recorded in the office of the Butte County Recorder, certifying that a parcel or parcels of real property comply with the City's subdivision regulations and the Subdivision Map Act.



When is a Certificate of Compliance Issued?

Issuing a Certificate of Compliance is the last step in the process of reviewing and approving simple subdivisions. After the proposed subdivision has been reviewed and approved, the applicant requests a Certificate of Compliance, which is prepared by the Community Development Director. Requesting a Certificate of Compliance requires a completed City application and a fee, as listed in the [Planning Fees Brochure](#).

Who Approves Certificates of Compliance?

A Certificate of Compliance is approved by the Community Development Director after a proposed lot line adjustment, parcel merger, or minor subdivision has been approved. Once the Director has approved a Certificate of Compliance, it must be recorded with the County of Butte Recorder's office.

The Director's decision to approve or deny a Certificate of Compliance can be appealed to the City Council. The Community Development Department can help with the appeal process.

Why Record a Certificate of Compliance?

Recording a Certificate of Compliance is very important, since the subdivision approved by the City will not be recorded (and official) until the Certificate is recorded with the County.

A Deed Is Also Needed

You will also need to record a Deed that reflects the change in the property. A qualified expert can help you with this. (The City cannot recommend who you should hire to do this.)



Steps in the Process (Simplified)

STEP 1 - Apply for a simple subdivision (lot line adjustment, parcel merger, minor subdivision) and receive approval from the City.

STEP 2 - Request a Certificate of Compliance.

STEP 3 - Community Development Director prepares a Certificate of Compliance reflecting the approved subdivision.

STEP 4 - Applicant/property owner records the Certificate of Compliance with the County Recorder. A Deed may also be needed to reflect any changes in ownership.

STEP 5 - Your subdivision is now official!

For More Information

Detailed information about Subdivisions can be found in sections 18.07.030 and 18.07.060 of the Chico Subdivision Code.

You may need to contact these departments and agencies:

City of Chico Community Development: (530) 879-6800

City of Chico Public Works: (530) 879-6900

County of Butte Recorder: (530) 552-3400

For detailed regulations related to Subdivisions and related topics, please consult these documents:

**Chico
Subdivision
Code:**



**Chico
Zoning
Code:**



**City
Application
Forms:**

