



# COMMUNITY DEVELOPMENT DEPARTMENT

## PLANNING DIVISION

411 Main Street, 2<sup>nd</sup> Floor | P.O. Box 3420, Chico, CA 95927  
(530) 879-6800 | [www.chicoca.gov](http://www.chicoca.gov) | [zoning@chicoca.gov](mailto:zoning@chicoca.gov)

## Supplemental Planning Entitlement Application

### Certificate of Compliance / Merger

The following information is requested to expedite the review process necessary to process your permit request. Please complete thoroughly and attach reference materials as appropriate. Contact Planning if you have any questions; omissions and errors could delay your project.

#### Requirements for a Complete Application

The following items are **REQUIRED** for a complete application:

- Property Owner's Written Consent on Planning Entitlement Application (if the applicant is not the Property Owner) (separate form)
- Current Preliminary Title Report
- 8 ½" x 11" Location Map drawn to scale
- 8 ½" x 11" Plat Map of existing development and properties (see Plat Map Checklist)
- For mergers provide legal description of the properties as merged

#### Plat Map Checklist

- |  |   |
|--|---|
| <input type="checkbox"/> Name of Applicant   | <input type="checkbox"/> Existing Features: structures (description and size), landscaping, utility poles, hydrants, streetlights, trees (note whether to be retained or removed)                   |
| <input type="checkbox"/> Street Address/Assessor's Parcel Number(s)                          | <input type="checkbox"/> Professional seal with wet signed signature  |
| <input type="checkbox"/> Vicinity Map  | Reference City of Chico standard layout as illustrated in Figures 1 and 2 including owner and file number reference [e.g. CMXX-XX (Owner)]; file number to be provided after application submitted. |
| <input type="checkbox"/> Workable Scale (not less than 1" = 100')                            |   |
| <input type="checkbox"/> North Arrow   |   |
| <input type="checkbox"/> Property lines with dimensions, acreage, and location of structures |   |
| <input type="checkbox"/> Adjacent streets, alleys, and properties                            |   |
| <input type="checkbox"/> Existing and proposed off-street parking.                           |   |

#### Legal Description

- |   |   |
|---|---|
| <input type="checkbox"/> Legal lot description  | and file number reference [e.g. CMXX-XX (Owner)]; file number to be provided after application submitted. |
| <input type="checkbox"/> Reference City of Chico standard layout as illustrated in Figure 3 including owner |   |

Figure 1

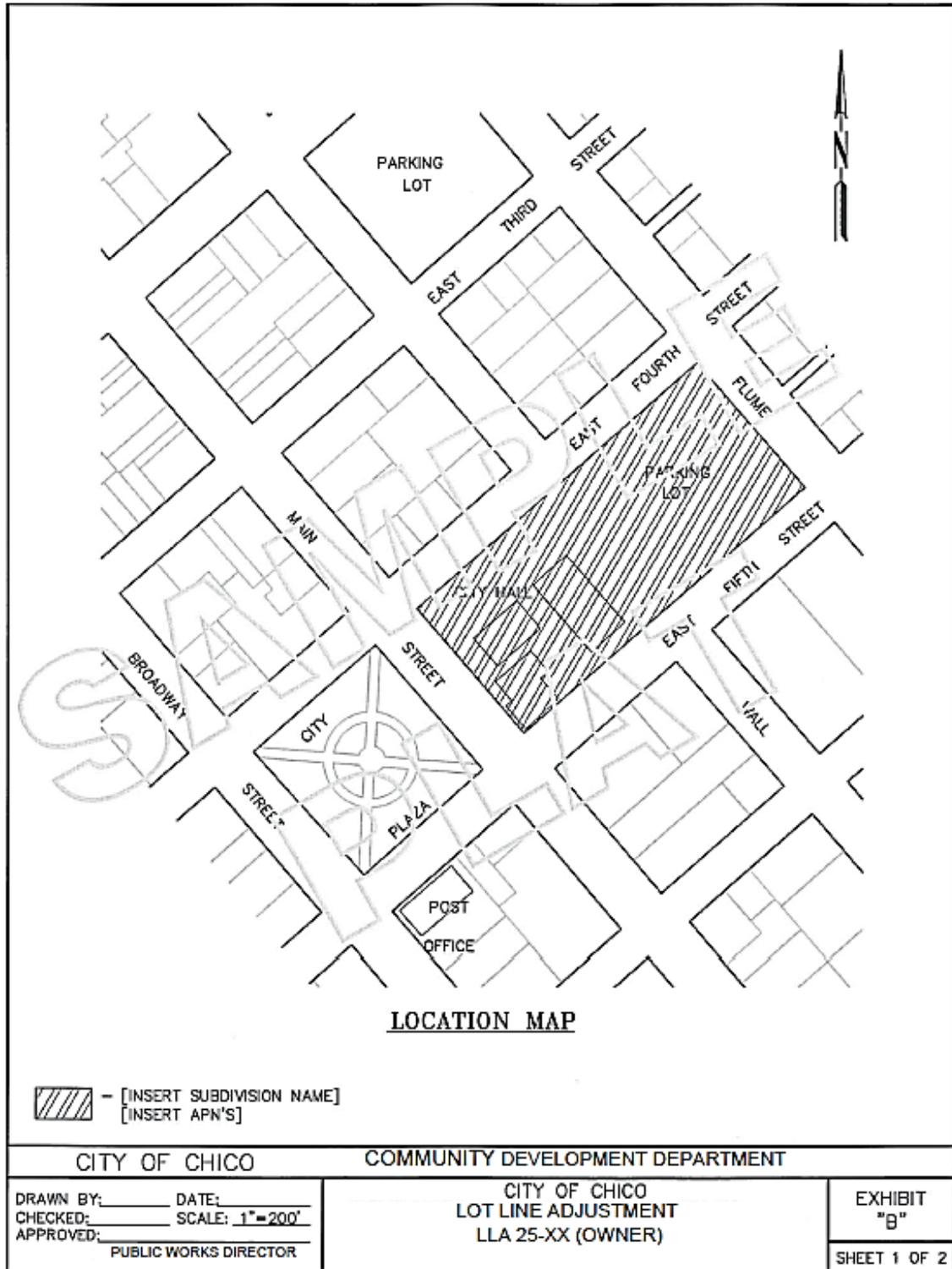


Figure 2

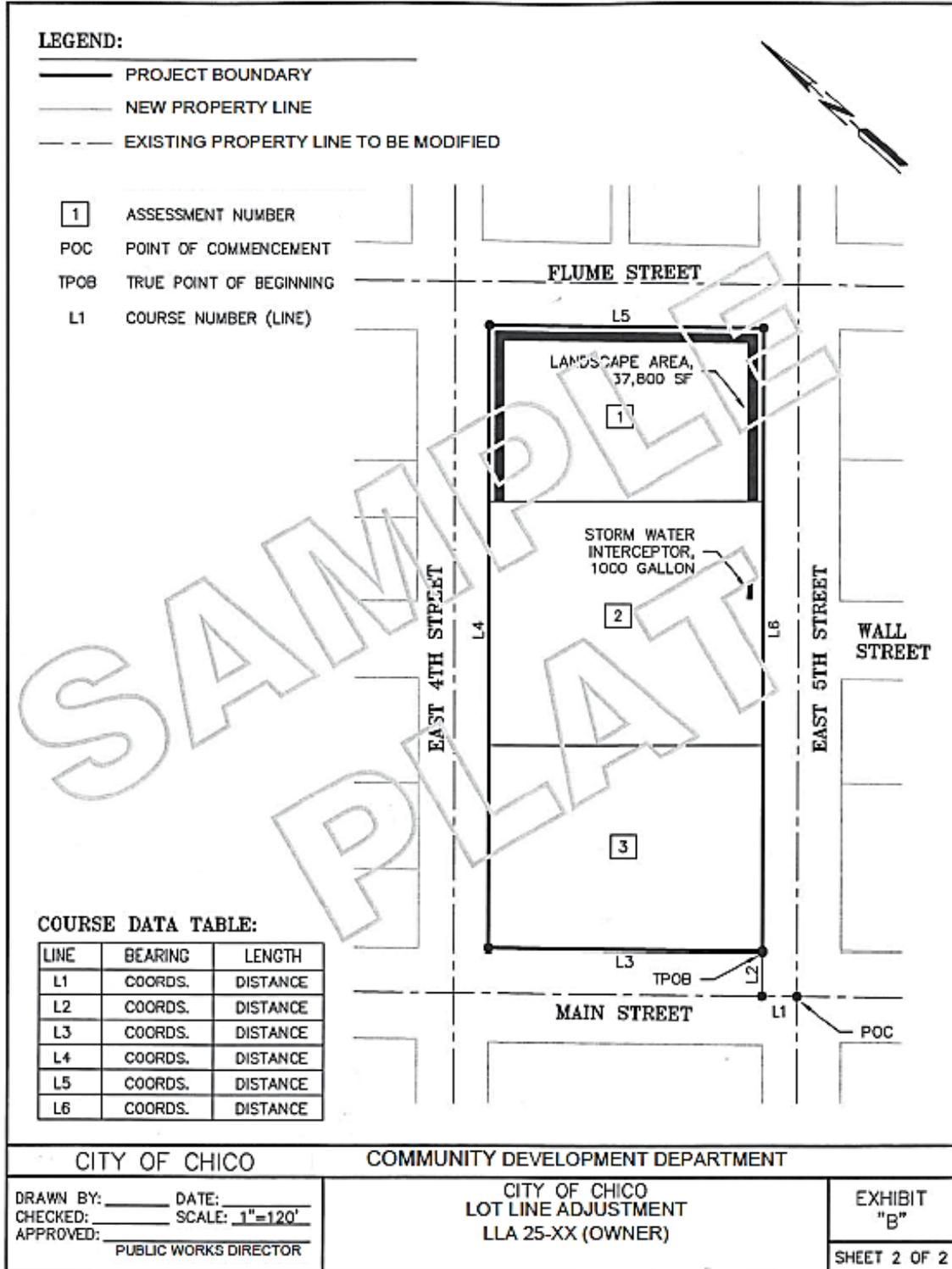


Figure 3

EXHIBIT "C"  
CITY OF CHICO  
LOT LINE ADJUSTMENT  
LLA 25-XX (OWNER)

All that certain real property situate in the City of Chico, County of Butte, State of California described as follows:

[Insert legal lot identification (i.e. a portion of Lot 22 as shown on that map entitled.... recorded in the Office of the Recorder of the County of Butte, State of California...)]

[Insert district boundary description starting point (i.e. commencing or beginning at the...)]

[Insert description of each course along district boundary, must match plat]

[Last course description must close with to the "TRUE POINT OF BEGINNING" or "POINT OF BEGINNING"]

Containing \_\_\_ acres more or less.

The description above is all of Assessor's Parcel Number \_\_\_\_\_ and a portion of Assessor's Parcel Number \_\_\_\_\_

By: \_\_\_\_\_  
Checked: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

