



Certificate of Compliance Filing Requirements

1. A Certificate of Compliance, as defined in [LBMC Section 20.36.025](#), is a certificate prepared and recorded by the City which indicates that the division of certain real property complies with applicable provisions of the Subdivision Regulations and the Subdivision Map Act in cases where there is no adequate public record that a parcel of land was legally created. A recorded certificate of compliance completes the public record that the parcel is recognized as a separate legal parcel.
2. Illegal lots refer to remnant parcels that were not originally created legally through a recorded map procedure consistent with the State of California Subdivision Map Act and applicable City Subdivision Ordinance. These remnant parcels are often nonconforming in terms of meeting lot area and other dimensional requirements such as lot width and length.
3. A certificate of compliance may be issued for illegal lots which meet any **one** of the following criteria:
 - The lot division creating the illegal lot was done prior to April 4, 1975; **or**
 - The lot division creating the illegal lot after April 4, 1975, was the result of the Planning Commission waiver of parcel map; **or**
 - The lot division creating the illegal lot after April 4, 1975, was the result of a lot line adjustment approved by the Zoning Administrator
4. A certificate of compliance shall **not** be issued for any lot or parcel that does not meet the following standards:
 - Has legal vehicular and pedestrian access to a public or private street.
 - The certification of an unrecorded lot line does not create a zoning violation for building setbacks, or a standards variance or modification permit for a lesser setback was approved.
 - The lot or parcel has a minimum width of twenty-five feet (25'), and a contiguous parcel(s) is held by the same owner and one (1) of the parcels is vacant.
 - The parcels have been developed to their full development potential under the existing zoning and used as one (1) parcel or lot.
 - Has water or sewer services that meet the requirements of the Long Beach Water Department Rules and Regulations.
 - That issuance of the certificate of compliance is consistent with the Local Coastal Plan (LCP) as it considers projected sea level rise and potential storm flooding for the life on the project based on available FEMA information.

5. The following information shall be filed with the completed Planning Permit Application and Certificate of Compliance:

A title report containing a legal description of the property, a chain of title, and easement information.

A plot plan legibly drawn to scale to show dimensions of the property, locations of existing and including, but not limited to, proposed buildings, setbacks of all existing and proposed buildings to property lines, pedestrian and vehicular access points, locations of utility lines and easements, and other information to determine compliance.

Documentation verifying that the division was lawfully created.

6. For more information on processing, please see [LBMC Chapter 20.28](#).

To request this information in an alternative format or to request a reasonable accommodation, please contact the Community Development Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.