



Certificate of Compliance – Frequently Asked Questions

What is a Certificate of Compliance?

A Certificate of Compliance application is the process which the County of Solano utilizes to determine the legal status of real property pursuant to the Subdivision Map Act and the Solano County [Subdivision regulations](#) (Chapter 26 of County Code). In certain situations, the Certificate of Compliance is required to merge properties and eliminate interior property lines. The property may not be sold, constructed, leased, or financed without further compliance with said provisions. The issuance of a Certificate of Compliance does not relieve the owner or future owners of permit requirements or other grants of approval required for the development of the parcel(s). The review of a Certificate of Compliance is conducted administratively, and recordation of the Certificate of Compliance is required to complete the process. Processing times which includes application review and recordation of Certificate of Compliance may vary between 3-4 months, depending upon the complexity.

My Certificate of Compliance was approved. What are my next steps?

Upon determining that a Certificate of Compliance is approved, the following are necessary to complete the recordation process.

Step 1 - Submit to the Planning Services Division, draft legal descriptions, prepared and stamped by a registered Land Surveyor or Civil Engineer licensed to practice in California, for the County Surveyor's review and approval. Upon approval by the County Surveyor, the Planning Division will request final legal descriptions and prepare the Certificate for the Director of Resource Management notarized signature.

Step 2 - You will be notified of any property taxes, liens, or bond payment due. Once payment is made and liens are cleared by the property owner/applicant, the Treasure Tax Collector will issue a Tax Certificate. Provide the Planning Services Division the Tax Certificate and the Planning Division will complete the recordation. You will receive a letter confirming the Certificate of Compliance instrument number and date of recordation.

How do I apply?

Prior to applying, consult with a planner to discuss your specific situation. To submit the application, you must set up an appointment to review the application for completeness. Reference the [Planning Application Submittal Guide](#) for specific details regarding contact information, office hours, and application filing.

This application packet includes:

- Certificate of Compliance - Submittal Requirements Checklist**
- Certificate of Compliance - Application**
- Written Explanation Form**
- Application Processing Agreement**