



CERTIFICATE OF COMPLIANCE FOR LOT LEGALITY FORMS LL-1 & LL-2

DIGITAL SUBMITTALS ARE REQUIRED

Submittals must be made digitally and adhere to the City's [Digital Submittal Standards](#). Staff will review for compliance and completeness prior to initiating each review cycle. Obtain prior approval for deviations and omissions to ensure prompt intake. Staff will advise of any need for printed plans and documents. Please contact engineeringdivision@san-marcos.net and/or the assigned staff with questions.

CERTIFICATE OF COMPLIANCE FOR LOT LEGALITY REQUIREMENTS

Please refer to following for City review:

FORM LL-1: [Application](#)

FORM LL-2: [Submittal Checklist](#)

[Lot Legality Plat template](#)

HELPFUL LINKS

[Fee Schedule](#)

[Digital Submittal Standards](#)



CERTIFICATE OF COMPLIANCE FOR LOT LEGALITY

APPLICATION

FORM LL-1

DEVELOPER/APPLICANT INFORMATION

DEVELOPER NAME:

COMPANY:

ADDRESS:

NUMBER

STREET

STE

CITY

STATE

ZIP CODE

PHONE #:

CELL PHONE #:

EMAIL:

PROPERTY OWNER INFORMATION (if different than Developer/Applicant)

OWNER NAME:

COMPANY:

ADDRESS:

NUMBER

STREET

STE

CITY

STATE

ZIP CODE

PHONE #:

CELL PHONE #:

EMAIL:

SURVEYOR INFORMATION

SURVEYOR NAME:

COMPANY:

LICENSE #:

ADDRESS:

NUMBER

STREET

STE

CITY

STATE

ZIP CODE

PHONE #:

CELL PHONE #:

EMAIL:

PARCEL INFORMATION

ASSESSOR PARCEL NUMBER:

PARCEL LOCATION:

SHORT LEGAL DESCRIPTION
OF PARCEL:

IS THIS APPLICATION FOR A REMAINDER PARCEL?

☐ YES

☐ NO

APPLICATION ACKNOWLEDGEMENT

I hereby acknowledge that I have read the instructions provided and all information provided is correct. I agree to comply with all federal, state, and city laws, ordinances, regulations and policies relating to the permit being processed. I understand and acknowledge that I am fully responsible for garnering all approvals and application for lot legality.

Property Owner Signature

Date



CERTIFICATE OF COMPLIANCE FOR LOT LEGALITY

SUBMITTAL REQUIREMENTS

FORM LL-2

<i>Required if Checked</i>	<i>Submittal Items</i>		<i>Accepted by City</i>
<input type="checkbox"/>	1	Pay review fee deposit with initial submittal and balance prior to approval.	<input type="checkbox"/>
<input type="checkbox"/>	2	Complete Application Form LL-1 including this Submittal Checklist Form LL-2	<input type="checkbox"/>
<input type="checkbox"/>	3	Surveyor of Work's transmittal: detail all submittal items and quantities	<input type="checkbox"/>
<input type="checkbox"/>	4	Traverse calculations for property boundary, signed and sealed by surveyor	<input type="checkbox"/>
<input type="checkbox"/>	5	Set of reference maps and recorded documents including chain of title	<input type="checkbox"/>
<input type="checkbox"/>	6	Preliminary title report dated within 6 months of the application date. Title company shall include in report hyperlinks and copies of all referenced documents.	<input type="checkbox"/>
<input type="checkbox"/>	7	Final Conditions of Approval letter or entitlement resolution	<input type="checkbox"/>
<input type="checkbox"/>	8	Approved entitlement exhibits (i.e., TSM, TPM, SDP)	<input type="checkbox"/>
<input type="checkbox"/>	9	Signed and sealed legal description in metes and bounds format on 8.5" x 11" sheets labeled Exhibit 'A'	<input type="checkbox"/>
<input type="checkbox"/>	10	Signed and sealed Lot Legality Plat on 8.5" x 11" sheets labeled Exhibit 'B'	<input type="checkbox"/>
<input type="checkbox"/>	11	Proof of signature authority if property owner is a legal entity (i.e. LLC, corporation, LP). Proof of signature authority is also required for beneficiaries or trustees	<input type="checkbox"/>
<input type="checkbox"/>	12	Other as specified by City:	<input type="checkbox"/>
Items Required Only After Initial Submittal			
<input type="checkbox"/>	13	Resubmittal response: Surveyor of Work's written response itemizing responses to each review comment and identifying any map features that have significantly changed.	<input type="checkbox"/>
<input type="checkbox"/>	14	Additional plan check fees equal to 33% of the plan check fee due at the 4 th and each subsequent plan review	<input type="checkbox"/>

EXHIBIT 'C'
LOT LEGALITY PLAT
CITY OF SAN MARCOS

LEGAL DESCRIPTION OF REAL PROPERTY

EXISTING EASEMENTS

[legal description of parcels/lots in current form]

PARCEL ZONING INFORMATION

ASSESSOR'S PARCEL NUMBER(S)

PARCEL AREA

*[gross and net area of each adjusted
parcel/lot]*

BASIS OF BEARING

VICINITY MAP

SCALE 1 IN= __ FT

APPLICANT:
NAME
ADDRESS
PHONE NO.

PREPARED BY:
SURVEYOR/ENGINEER FIRM
ADDRESS
PHONE NO.

OWNER:
NAME
ADDRESS
PHONE NO.

SEAL

Wet signature

Wet signature

OWNER DATE

SURVEYOR/ENGINEER, LS/RCE NO. DATE

CASE NO.:

CITY ENGINEER

ADJUSTMENT NO.: MAP ##-####

APPROVAL: ISAAC ETCHAMENDY, RCE 81294 DATE