



Please submit complete sets with all the necessary documents directly to:

CITY OF LOS BANOS

Public Works Department
411 Madison Avenue, Los Banos, CA 93635
209 827-7056

SUBMITTAL CHECKLIST

☐ Lot Line Adjustment ☐ Parcel Merger ☐ Certificate of Correction ☐ Dedication

Project Name: _____

Owner: _____

Mailing/Billing Address: _____

Signature of Owner: _____

Developer: _____

Signature of Developer: _____

Design Engineer: _____

Firm: _____

Mailing Address: _____

Telephone: _____

E-Mail: _____



COMPLETE SUBMITTAL IS REQUIRED TO PROCESS PLAN CHECK

(Incomplete submittals shall be returned without being reviewed)

	Deposit Fee of \$2,000.00 (<i>Deposit is separate from Planning Fees</i>)
	<i>One (1) hardcopy copy and an electronic version of the following are required:</i>
	Legal Description of the proposed new property boundary with Exhibit Map on 8½ x 11 sheets
	Transfer Deed with Descriptions on 8½ x 11 sheets
	Wet stamped Boundary Closure Calculations
	Preliminary Title Report (NO OLDER THAN 3 MONTHS)
	All exceptions listed in the title report (Schedule B)
	Completed Request for Certificate of Compliance Approval Form
	Applications will not be accepted or reviewed without an attached Letter of Approval (with conditions, if applicable) from the Los Banos City Planning Department. For information please contact City Hall at (209) 827-7000.

Revised February 2026

Office Use Only

Date Rec'd: _____ Receipt #: _____ Amt Paid: _____ Rec'd By: _____



City of
Los Banos
At the Crossroads of California

REQUEST FOR CERTIFICATE OF COMPLIANCE APPROVAL

APPLICANT: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

PHONE NUMBER: _____

ASSESSOR PARCEL NUMBERS: _____

We, the undersigned, request the City of Los Banos to process the above referenced Certificate of Compliance. We agree to pay all required fees and submit all required plats, plans, forms and other documents listed within the Certificate of Compliance Submittal Checklist in a timely manner. Failure to submit all the items listed on said checklist may require the application to be resubmitted and the payment of new fees. We understand that the Public Works Department must receive the complete submittal package no later than 20 working days prior to the anticipated date of City Council action.

PROPERTY OWNER (S)

DEVELOPER (S)

Print Name

Print Name

Signature

Signature

Date

Date

Print Name

Print Name

Signature

Signature

Date

Date