

Certificate of Modification

PJR-073

❖ **PURPOSE:** The purpose of this form is to identify the information and materials required for a Certificate of Modification application. ❖

Modifications can be made to recorded a parcel map (Minor Subdivision) or a final map (Major Subdivision) through the Certificate of Modification procedure. Typical modifications to recorded maps include changes to agency notes upon the maps, relocation or removal of easements, and relocation or enlargement of building envelopes.

PROCEDURE: After a complete application is submitted, a project planner in the Project Review Division of the Permit and Resource Management Department (PRMD) is assigned to the project. Project applications are sent on referral to various PRMD divisions, County departments, and State agencies for review, comment and conditions. Based on those responses and staff review, additional information or studies may be required. Most Certificate of Modification applications are not subject to environmental review, as the proposed changes to the recorded map will not result in any significant environmental impacts. However, if the project planner determines the proposed modification may have a significant impact upon the environment, environmental review under the California Environmental Quality Act (CEQA) will be required.

If the proposed Certificate of Modification pertains to a Minor Subdivision, the Project Review and Advisory Committee (PRAC) is the decision-making body. If the proposed Certificate of Modification pertains to a Major Subdivision, PRAC will set conditions and the Planning Commission is the decision-making body. The proposed Certificate of Modification will be set for a public hearing before the appropriate decision-making body. A notice of the public hearing is published in a newspaper of general distribution, posted on the property and sent to owners of properties within 300 feet of the site. A copy of recommended conditions and/or mitigations is sent to the applicant prior to the hearing date. All interested persons are given an opportunity to comment on the proposal at the public hearing. There is a ten (10) day appeal period for either appeals of PRAC actions to the Planning Commission or Planning Commission actions to the Board of Supervisors. If the Certificate of Modification is approved, the applicant has one (1) year from date of approval to meet conditions of approval and have the certificate recorded.

The following findings must be made by the decision-making body in order to approve a Certificate of Modification:

- a. that there are changes in circumstances which make any or all of the conditions of such map no longer appropriate or necessary, and
- b. that the modifications do not impose any additional burden on the present fee owner of the property, and
- c. that the modifications do not alter any right, title or interest in the real property reflected on the recorded map, and
- d. that the map, as modified, conforms to all the provisions of the Subdivision Map Act and local implementing ordinances.

(Section 66472.1 of the Subdivision Map Act and Section [25-13.8](#) of the Sonoma County Subdivision Ordinance)

REQUIRED APPLICATION MATERIALS:

1. **Applications.** Completed Planning Application form [PJR-001](#) and Indemnification Agreement form [PJR-011](#).

Sonoma County Permit and Resource Management Department

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2. **Proposal Statement.** Provide a full description of the proposed Certificate of Modification. Include information regarding the circumstances that support approval of the proposed Certificate of Modification.
3. **Site Plan.** Provide Site Plans must include, at a minimum, the information required on the Minimum Standard Site Plan, form [CSS-019](#). Clearly indicate the proposed Certificate of Modification on the Site Plan.
4. **Recorded Subdivision Map.** Provide one full sized copy of the recorded subdivision map (available from the County Recorder's Office) and one legible reduced (8 ½ in x 11) copy of the recorded subdivision map.
5. **Deeds.** Provide a current copy of the recorded deed to the property (Available at the County Recorder's Office).
6. **Location/Vicinity Map.** Provide one 8 ½ in. X 11 in. Location/Vicinity Map (locator map or road map) showing where the project is located in relation to nearby lots, streets, and highways.
7. **Assessor's Parcel Map.** Provide one 8 ½ in. X 11 in. copy of the current Assessor's Parcel Map with the project site shown. Maps may be obtained from the County Assessor's Office or PRMD.
8. **Filing Fee.** See the current PRMD Project Review fee schedule.