



Town of Paradise Application for Certificate of Correction

Applicant's Guide & Checklist

- **Introduction:**

A Certificate of Correction is required to correct or amend an existing recorded final map or parcel map.

- **First Submittal/Intake:**

1. Submit your first submittal of the Certificate of Correction to the Building Resiliency Center: 5555 Skyway, Paradise, California, 95969 530-872-6291x411.
2. Comments and correspondence on your submittal will be made electronically via email.
3. Subsequent submittals may be emailed to the reviewer who provides your comments to you electronically via email, or they may be dropped off, mailed as a hard copy to: Engineering & Public Works Department, Town Hall, 5555 Skyway, Paradise, California, 95969, 530-872-6291x178.

- **Application Requirements & Procedure:**

In order to avoid delays in processing the application, the following information items **MUST BE SUBMITTED WITH ALL CERTIFICATE OF CORRECTION** applications. Applications will be deemed **INCOMPLETE AND NOT PROCESSED** unless all application information requirements are met. Processing time may vary from 4 to 6 weeks depending on the complexity and amount of research required.

4. Prior to submittal, applicants should obtain approval signatures of all landowners involved in correction action on the attached application form.
5. Submit a completed CERTIFICATE OF CORRECTION application form and pay the appropriate fees. Processing time over five hours for a certificate of correction without a public hearing will be on a per hour rate basis. Processing time over seven hours for a certificate of correction with a public hearing will be on a per hour rate basis.
6. Submit copy of a current title report or a CLTA Guarantee/Short Form Lot Book Guarantee (w/in 6 mo.) and all supporting documents referenced in the title report showing current property owner.



7. Submit 3 copies of a tentative Certificate of Correction plat. This plat must contain the following items:
 - a. Distinctly show the proposed corrections. The plat must be stamped and signed by a licensed Land Surveyor or Civil Engineer authorized to perform Land Surveying in California.
 - b. Show Assessor's Parcel Numbers on the respective parcels.
 - c. List names of the property owners of record on the title block area of the tentative Certificate of Correction plat. Also place the last names of the owners on the respective parcels on the plat.
 - d. Show a North arrow, scale of drawing (ex. 1" = 40') and show all dimensions of existing boundary lines affected by action.
 - e. Show any existing structures and septic tanks/leach fields which will be affected by this action.
8. Tentative plat maps for the Certificate of Correction can be drawn on 18" x 26" paper or the final "exhibit plat" drawn by a licensed land surveyor or civil engineer authorized to perform land surveying can be substituted for the tentative plat if all information required can be shown on the exhibit plat. Final exhibit plats shall be 8-1/2" by 14".
9. After the Certificate of Correction has been checked for accuracy, all property owners within 300 feet will be notified by mail of the proposed correction and invited to attend a public hearing on the correction. Certificate of Corrections are acted upon by the Town Engineer. At the time the Town Engineer will either approve or disapprove the correction, depending on the evidence presented.
10. After the hearing, wet stamped and signed copies of the Certificate of Correction may be requested for signature by the Town Engineer, Town Surveyor, and Recording at the Butte County Recorder.
11. Once the Certificate of Correction is Recorded, it will be on record, and available to Title Companies for future action, or for other related permits or approvals. Please contact your Title Company or the Building Resiliency Center to confirm the Certificate of Record is on file for your required next steps, if applicable.



Certificate of Correction Checklist

- Submit application, documents and fee to the Building Resiliency Center: 5555 Skyway, Paradise, California, 95969 530-872-6291x411

_____ Completed Certificate of Correction application

_____ Certificate of Correction application fee: **\$874.87**

_____ Approval signature of all property owners involved

_____ Current preliminary title report or a CLTA Guarantee/Short Form Lot Book Guarantee (w/in 6 mo.) and all supporting documents and showing current property owner

_____ 1 Copy of the proposed *Certificate of Correction* shall include the following:

- Proposed corrections, stamped and signed by licensed land surveyor or civil engineer authorized to perform land surveying in California.
- Names of all involved owners of record on the title block area of the tentative Certificate of Correction plat. Last name of owners and assessor parcel numbers on the respective parcels.
- North arrow, scale of drawing indicated, and all dimension of existing boundary lines affected by this action.
- Any existing structures which will be affected by this action.