



MARIN COUNTY  
 COMMUNITY DEVELOPMENT AGENCY  
 BRIAN C. CRAWFORD, DIRECTOR

**SINGLE HOLDING FORM APPLICATION**

**PURPOSE:** The purpose of this supplemental application is to provide information to the Marin County Planning Department in conjunction with the processing of a Certificate of Compliance. The Single Holding Form is one form of acceptable documentation of the date and method of creation for the parcel that will assist staff in processing the Certificate of Compliance. This determination does not in any way ATTEST to the suitability of the site for construction. Other standards such as road requirements, drainage, utilities, etc. apply to proposals for construction.

**APPLICATION PROCEDURE:** This form contains three sections. Applicant should fill out **SECTION A**, then take or mail the form to any Marin County Title Company. The title company will fill out **SECTION B**. Applicant should then submit the form to the Planning Department as part of a Certificate of Compliance application along with a copy of any pertinent deeds, and staff will analyze the parcel and fill out **SECTION C**.

**SECTION A**

**TO BE FILLED OUT BY APPLICANT** *(Please type or print legibly)*

Assessor's Parcel Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Owner: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Owner Mailing Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant Phone Number: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

I am the owner of the above-identified property, as shown on the last equalized assessment roll. I hereby request a preliminary determination from the Community Development Agency concerning the legal status of this property. I understand and agree that a Single Holding Form is only a preliminary determination of whether the parcel was legally created for purposes of assisting the Agency in processing a Certificate of Compliance application. This preliminary determination is not binding on the County if new, different, or additional information becomes known to the County from any source, including third parties. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this application was signed at \_\_\_\_\_, California on \_\_\_\_\_.

\_\_\_\_\_  
 Property owner(s) signature

\_\_\_\_\_  
 Date

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**SECTION B**

**TO BE FILLED OUT BY TITLE COMPANY**

Title Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Title Officer (print)

\_\_\_\_\_  
Signature of Title Officer

***Information to assist Title Officers in addressing Single Holding Form Questions***

Because the following information is provided in County records, Single Holding forms will not be necessary on:

1. Lots created on historic subdivision maps (subdivisions recorded prior to September 2, 1938);
2. Parcels created as a result of combinations of lots shown on historic subdivision maps;
3. Parcels created on recorded subdivision maps approved by the County subsequent to September 2, 1938, unless any parcel dimensions subsequently changed through conveyance of a portion of the parcel, in which case a single holding form might be necessary to determine the legality of the parcel;
4. Parcels created by record of survey/parcel maps following County approval of a land division subsequent to October 27, 1964.
5. Lot line adjustments approved by the County subsequent to May 27, 1975.

Parcels created by 1 through 5 above are generally considered to be legally created parcels.

Parcels which need to be analyzed therefore are those which are not shown on any subdivision map or parcel map, i.e., parcels which were created through conveyance. Such parcels were generally created and conveyed by deed, or in some cases, by record of survey or plot map.

In order for the County to determine whether a parcel was created in compliance with zoning and subdivision laws in effect at the time of its creation, the date of creation must be ascertained. The purpose of the Single Holding form therefore is to seek out that date and the mechanism of creation.

**PLEASE PROVIDE THE FOLLOWING INFORMATION:**

1. A examination of the official records discloses that the above parcel was originally created in its **present size and shape** on (date) \_\_\_\_\_, by:

a. Record of Survey Map or Plat Map (unless parcel was created by 4 or 5 above)

b. Deed

c. By action of County Assessor

d. Other: (Specify)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a or b above, please fill out the following:

Name Grantor: \_\_\_\_\_

Name Grantee: \_\_\_\_\_

Record of Survey: \_\_\_\_\_

Deed Reference: \_\_\_\_\_

Parent Parcel Number: \_\_\_\_\_

Recordation Data: \_\_\_\_\_

If needed, use the following spaces for explanations or comments you may need to include:

2. If the parcel does not have frontage on a street, either public or private, does it have legal access by easement. If by easement, please give recordation data:

3. Enclosed is a copy of all deeds relating to the creation of the parcel and the parent parcel(s) before it, the current deed for the parcel, and a copy of the current Assessor's Parcel map depicting the parcel.

**SECTION C**

**TO BE FILLED OUT BY PLANNING DEPARTMENT**

Current Zoning: \_\_\_\_\_ Ordinance No. \_\_\_\_\_ Area Required \_\_\_\_\_

Zoning on Date of Creation: \_\_\_\_\_ Ordinance No. \_\_\_\_\_ Area Required \_\_\_\_\_

Subject Parcel: \_\_\_\_\_ Area \_\_\_\_\_

Access: Does the parcel have legal access?    Yes     No

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Analysis:

Site Status:

Original to File

By: \_\_\_\_\_

Copy to Applicant

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Whether a property is determined to be created legally or illegally pursuant to State Subdivision Map Act and County zoning regulations, a property may be subject to merger if it is contiguous to property under the same ownership and meets applicable criteria for merger. Multiple properties may be consolidated into one building site through the merger process pursuant to Section 66451.10 et. seq. of the State Subdivision Map Act and Chapter 20.92 of the Marin County Development Code (Marin County Code Interim Title 20 Subdivision Ordinance, Chapter 20.12 for properties in the coastal zone).

(Revised 9/20/05)