



TREASURER-TAX COLLECTOR SAN DIEGO COUNTY

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Dan McAllister
Treasurer-Tax Collector



TTC File No.

MAP TAX CLEARANCE CERTIFICATE REQUEST PROPERTY QUESTIONNAIRE

FEE: \$108.00

Period: Initials
Bonding
Non-Bonding

Tax Clearance Certificates are prepared in accordance with Section 66493 of the California Government Code and the San Diego County Code of Regulatory Ordinances. The following information is necessary for the determination and calculation of the tax liability.

Please complete this questionnaire and return it with a current copy of the map to the County Administration Center located downtown. Failure to complete this form and provide the necessary documentation may delay the processing of the request for a Tax Clearance Certificate.

If property taxes are paid with non-guaranteed funds, there will be a 30-day waiting period before the issuance of the tax clearance certificate. To avoid the 30-day waiting period, make property tax payments with cash, cashier's check or EFT.

PROPERTY INFORMATION

Project Type/Purpose:	<input type="radio"/> Major Subdivision	<input type="radio"/> Minor Subdivision	<input type="radio"/> Lot Line ADJ
	<input type="radio"/> Certificate of Compliance	<input type="radio"/> Other: _____	
Map Type:	<input type="radio"/> Subdivision	<input type="radio"/> Tract	<input type="radio"/> Parcel
	<input type="radio"/> Other: _____		
Map Name/Number:	_____		
Property Address:	_____		
Improvements/Permits:	Have there been any improvements or permits made within the last year? <input type="radio"/> Yes <input type="radio"/> No		
	If yes, explain what the improvements or permits are, their value, and what stage of completion they are in:		

Are there any exemptions from reassessment for the improvements or permits? Explain and provide copy:			

OWNERSHIP INFORMATION

Current Owner's Name:	_____		
	<i>(Must appear exactly as title is held.)</i>		
Date Property Acquired:	_____	By Deed Document #:	_____
	<i>(Attach copy of deed conveying title if change of ownership within last year.)</i>		
Prior Owner's Name:	_____		
	<i>(Complete if there has been a change in the way title is vested within the past year)</i>		

CONTACT INFORMATION FOR PICK UP OF TAX CLEARANCE CERTIFICATE

Name:	_____	Email:	_____
Address:	Street: _____		
	City: _____	State: _____	Zip: _____
Phone:	_____	Fax:	_____

CERTIFICATION OF REQUESTOR

The required signature must be that of the developer, owner, subdivider, or other principal of the subdivision.

"I declare under penalty of perjury that the above information is true. I have read the Map Tax Clearance Request Guidelines and FAQs Sheet and have watched the instructional video. I understand that a request for a Map Tax Clearance Certificate may take up to six (6) weeks to complete, and that I will be contacted when it is ready to be picked up."

Declarant's Name:	_____	Title:	_____
Signature:	_____	Date:	_____
		Phone:	_____

All previous versions of this form are invalid. Please discard prior versions.

MAP TAX CLEARANCE CERTIFICATE REQUEST GUIDELINES

Please submit the request **six (6) weeks** in advance of when the Tax Clearance Certificate is needed.

REQUESTING THE TAX CLEARANCE CERTIFICATE

To obtain a Map Tax Clearance Certificate, submit 1) \$108 processing fee; 2) completed property questionnaire; 3) copy of the map (minimum size 26" by 18") or project plan document. Additional documentation may be required if there has been permit activity or a change to how title to the property is held within the past 12 months.

RETURN TO: San Diego County Treasurer-Tax Collector
ATTN: MAP TAX CLEARANCE SECTION
1600 Pacific Highway, Room 162
San Diego, CA 92101

A new Map Tax Clearance Certificate is required when there is any change made to: the name of the map, the legal description stated on the map, ownership or title to the property, or when the Tax Clearance Certificate becomes void and expires. The Map Tax Clearance Certificate must be filed with the County Recorder. A \$8 recording fee plus a \$2 copy fee is required by the County Recorder at the time of recording.

TAXES

Taxes are payable when the tax bill appears on the roll, and both first and second installments must be paid in full prior to the issuance of the Map Tax Clearance Certificate. Payment in guaranteed funds (cash, cashier's check, or wire) will avoid any waiting period for the Map Tax Clearance Certificate to be issued. If payment is made by any other method, there is a 30-day waiting period to allow funds to clear before the Map Tax Clearance Certificate is issued.

January 1st is the "lien date" for property taxes for the fiscal year that begins July 1. The tax liability will be estimated for all Map Tax Clearance Certificates issued on or after January 1 and prior to enrollment of the tax bill. An estimate will also be made for any unbilled tax liability that occurs as a result of ownership change or completion of construction that occurs after the lien date that is not included in the value assessments for the annual tax bill. A bond will be required to guarantee payment of all estimated tax liability. By ordinance, the County does NOT waive the requirement to secure the payment of estimated taxes or special assessments for minor subdivision parcel maps of four or fewer parcels, lots or units, and adjustment plats pursuant to Division 1, of Title 8, of the San Diego County Code of Regulatory Ordinances §81.714 and §81.905 as amended 3-26-2010.

BOND

The Tax Collector's determination of the amount required to bond will appear on the the Tax Clearance Certificate. The bond must be deposited with the Clerk of the County Board of Supervisors. To obtain the form for the bond, visit [their website](#), or go in person to Room 402 of the County Administration Center.

The map name, tract number, or tentative parcel map number must be stated on the bond and must read exactly as it appears on the map and on the Tax Clearance Certificate. **ALL MUST AGREE.**

The subdivider, or principal, is responsible for having all taxes paid. If cash bond has been deposited with intent to use the money to pay the taxes, the Clerk of the County Board of Supervisors must be informed at the time the cash bond is deposited.

By the last week of September, the current fiscal year tax bills should be available and payable. First installment must be paid by December 10th and second installment by April 10th to avoid penalties. If an installment becomes delinquent, The Tax Collector will demand payment (with penalties) from the bond. If taxes are paid, the Tax Collector will authorize the Clerk of the County Board of Supervisors to release the bond. The Treasurer-Tax Collector will not authorize the release of any bond until BOTH INSTALLMENTS of the tax bill(s) are paid.

FINAL SUBDIVISION OR PARCEL MAP

To obtain signatures on the mylar map, a copy of the recorded Map Tax Clearance Certificate must be presented. If the Map Tax Clearance Certificate states that a bond is required, and the map has no signature block for the Clerk of the County Board of Supervisors, documentation evidencing that a bond has been deposited with the Clerk of the County Board of Supervisors must also be presented at the time the Treasurer-Tax Collector signs the mylar map.

The Mylar map submitted for signature must be exactly the same as the map copy that was submitted to obtain the Map Tax Clearance Certificate. If different, the revised map must be re-processed by submitting a copy of the revised map, a new property questionnaire, and payment of \$108 fee to issue a new Tax Clearance Certificate.

The name and title of the parties required to sign the mylar map must be correctly stated in order to obtain signatures.

