

# CERTIFICATE OF COMPLIANCE APPLICATION

**What is a certificate of compliance?**

A certificate of compliance is a legal document that confirms a parcel of land complies with the Subdivision Map Act. This certificate is needed to provide the subject property with electricity.

**Submittal requirements for a Certificate of Compliance**

The request should state the name of applicant, phone number, mailing address, and a description of what is being requested. The following information must accompany the written request:

- ✓ **A copy of the current deed to the property**
- ✓ **A copy of the instrument that created the parcel (grant deed, deed of trust, contract of sale, etc.)**
- ✓ **Payment of \$50.00, by Money Order or Cashier’s Check, made out to Kinney County**

You may drop off your application and payment in person or mail it to the following address:

Kinney County Judge’s Office  
ATT: Samantha De Hoyos  
P.O. Box 348  
Brackettville, TX 78832

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

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

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

Phone: (Wk) \_\_\_\_\_  
 (Cell) \_\_\_\_\_

Description of request/location of service  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# CERTIFICATE OF COMPLIANCE APPLICATION

1. Legal description of the property to be serviced with the utility hookup:

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2. Legal Owner of Property:

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3. If you are not the legal owner of the property, name the owner and describe your interest in the property:

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4. Name the utility type (residential or commercial) you are requesting and the service provider:

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AEP  Esid # \_\_\_\_\_ or Rio Grande Electric

5. Is there a septic system installed on the property? \_\_\_\_\_

6. If the answer is "no," have you applied for a permit? \_\_\_\_\_

7. Check one of the following:

I will pick up my certificate

Mail my certificate to the following address: \_\_\_\_\_

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Attach the legal instrument that established your interest in the property, such as a warranty deed, contract for deed, contract for sale, or lease agreement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Request