



Guide for Assignment of Positions

Section 8.04.090 of the CCSD's municipal code sets forth the procedures for the assignment of a "position" by the current owner of a parcel to a new owner of the same parcel. A "position" is assignable to a new owner of the same parcel only upon sale of the parcel and approval of an application for assignment by the general manager subject to the following conditions and/or limitations:

- A. Receipt of a non-refundable assignment fee (**\$231.90, effective 11/12/2020**);
- B. Submittal of a completed application for assignment at least fifteen (15) days prior to close of escrow, including such additional materials and information required by district staff; upon receipt of which a conditional approval will be provided to allow close of escrow;
 - A completed application shall consist of the following:
 - Application for Assignment of Position
 - Application for Placement on Waiting List
 - Disclosure & Acknowledgement
 - Preliminary Title Report or Lot Book Guarantee not older than 60 days prior to date of application
 - When all of the above forms and materials are submitted and complete, the District will issue a Conditional Notice of Approval to allow close of escrow.
- C. Final approval of such application shall be effective on the date that the property changes ownership. If the ownership change does not take place in accordance with the application within one hundred eighty (180) days from the date of conditional approval, a new application in accordance with all provisions contained in this chapter is required;
 - A Final Notice of Approval will only be issued after the District is in receipt of the recorded grant deed showing actual change of ownership.
- D. Assignment shall be allowed only for the parcel or combination of parcels originally applied for and is valid only for the number of EDUs requested and approved in the original application; and
- E. Applicant's failure to comply with the above provisions resulting in a need for determination by the board of directors shall result in the applicant paying a board approval processing fee instead of the assignment fee required under subsection A of this section.