

**Tentative Tract/Preliminary Parcel Map****(1) Developer/Project Engineer prepares Tentative Tract/Preliminary Parcel Map and submits to City****Planning**

- Developer/Project Engineer shall submit the Tentative Tract/Preliminary Parcel Map for review to City Planning, and City Planning may accept the tentative map or may require revision(s) and will forward the accepted Tentative Tract/Parcel Map to all appropriate utilities for review.
- Go to <https://planning.lacity.org/> for instructions on Filing Tentative Tract/Parcel Maps.
- Once LADWP Water Distribution Division (WDD) Engineer receives and reviews the Tentative Tract/Parcel Map, a report titled Water System Requirements will be prepared. This report summarizes all the LADWP water system requirements and conditions for the tract/parcel. These requirements include one or combination of the following:
  - Installation of new public fire hydrants or top change existing public fire hydrants
  - Acreage Supply Charge
  - Water Main Charge
  - Others
- LADWP will provide this report to City Planning and to the Developer/Project Engineer.
- City Planning will combine all conditions and requirements from various City Departments and utilities including LADWP and provide them to the Developer/Project Engineer.

**Final Tract/Parcel Map****(2) Developer/Project Engineer prepares the “final” Tract/Parcel Map**

- The Developer/Project Engineer prepares the “final” Tract/Parcel Map which incorporates input from various City Departments and utilities and will be submitted to the City Engineer for review.
- The City Engineer transmits the “final” Tract/Parcel Map to the appropriate Subdivision Committee Members and other utilities for review.
- The “final” Tract/Parcel Map is titled “TRACT/PARCEL MAP No. \_\_\_” and will NOT contain the word “Final” in the title.

(This term is used by LADWP to indicate that the Tract/Parcel Map has been reviewed and accepted by the City Engineer. The omission of the word “Tentative” indicates the map is a “final” Tract/Parcel Map).

**(3) WDD Engineer reviews the “final” Tract/Parcel Map**

- WDD District Engineer will review the “final” Tract Map from the City Engineer and will respond with either:
  - A letter clearing the tract/parcel map for recordation (there are no conditions or requirements for the tract/parcel map), or
  - A letter stating LADWP objects to the tract/parcel map clearance until the Water System requirements and conditions are cleared. Financial arrangements are necessary for LADWP Water System to clear the tract/parcel map for recordation.

**(4) WDD Engineer prepares the Water Design Report and Water New Business generates the Letter of Charges**

- Upon receipt of the “final” Tract/Parcel Map, the WDD Engineer will prepare a Water Design Report if Water System requirements and conditions were identified in the Tentative Tract/Parcel Map review.
- The Water Design Report will be provided to Water New Business to generate the Letter of Charges.
- Water New Business will send the Letter of Charges to the Developer/Project Engineer.

**(5) WDD Engineer clears the Tract/Parcel Map once Water New Business receives payment**

- Once the Developer/Project Engineer has paid all the fees listed in the Letter of Charges:
  - A clearance memo is issued by Water New Business to the WDD Engineer.
  - The WDD Engineer will then send a Clearance Letter to the City Engineer allowing the recordation of the map. (The customer is not required to purchase service and meters in order to clear the tract/parcel).
  - Receipt for payment is issued to the Developer/Project Engineer.

**(6) Additional Notes**

- Fire Hydrants
  - If a new public fire hydrant is required, the Developer/Project Engineer shall submit the street improvement plan to the WDD Engineer. The fire hydrant will be installed once curb and gutter is in place.
  - The fire hydrant has to be installed within one year from the date payment was received. If the

hydrant is not installed due to the curb and gutter not in place, additional fees may be collected from the Developer/Project Engineer.

- Service Advisory Requests (SARs)
  - SARs provide flow availability information in a tabular format (flow vs. residual pressure). LADBS has their own policy for when they will require a developer to order an SAR. In addition to those LADBS requirements, WDD will require that SARs are ordered prior to selling any large fire services that are requested. Developers should contact Water New Business to order an SAR for each large fire service they plan on ordering, as well as any other LADBS-required SARs. It should be noted that payment for any new water service(s) is not a requirement for subdivision clearance. This is important, since paying for all clearance-related requirements does not imply that all fees related to the overall project have been paid. If a developer would like to pay for all fees at once (clearance-related fees AND service fees), they may notify WDD of such, and include in their notification the quantities, sizes, and types of desired services.
- Water Services for Multi-Unit Residential Structures
  - Attached is LADWP's Water Service for Multi-Unit Residential Structures policy which became effective on January 1, 2018.
  - If a development allows LADWP to install an individual meter in front of each house and the water main serving that development fronts the property and is in a public right-of-way, then this is a conventional installation and LADWP will provide individual meters. However, if the small lot is completely and within private property and the request is for a manifold type installation of consecutive meters in a coffin-type configuration, LADWP can provide up to five meters in that manifold-setting. LADWP can provide a master meter if the number of meters required is greater than five.
- Water Services for Small Lot Subdivisions and Land Locked Lots
  - Attached is LADWP's District Map with the respective District Squad email
  - During the Preliminary/ Tentative Map stage, the developer shall contact the appropriate LADWP Water Distribution Engineering District in order to coordinate water service locations for their subdivision.
  - In addition, please follow the instructions in the attached Covenant & Maintenance Agreement (CMA) document. The developer/engineer shall provide an exhibit with the proposed water service locations for review. Upon review and approval, the CMA must be recorded with the LA County Recorder's office and sent back to LADWP. The recorded CMA is required for LADWP to provide subdivision map clearance and water service.
  - If there is no space available for LADWP to install the proposed water services within the public right of way, the services may need to be installed in private property and LADWP will require an easement to be dedicated on the final, recorded map.
- LADWP Water Easements
  - Grant of Easements
    - New easements can be granted through the subdivision map process
    - Developers must comply with LADWP's Exhibit "B" – LADWP Conditions for Water Mains in Private Property for all proposed water easements.
    - If an easement is required by LADWP, the final map must include the following information:
      - LADWP Standard Dedication Language in the Title Sheet
      - Easement to be called out and delineated
  - Abandonment of Easements
    - Existing LADWP easements cannot be abandoned or terminated via the subdivision map process
    - LADWP property rights must be approved by the LADWP Board of Commissioners in addition to City Council
    - To abandon and/or replace an LADWP easement the Developer/engineer must follow LADWP's quitclaim process
- Other useful information is posted on LADWP's website: [www.ladwp.com](http://www.ladwp.com).
  - Navigate to or search the "Construction Services" section.
  - Click on "Water Services".
  - Click on "Guide to Water Service" document.