

# NOTICE

## REQUIREMENTS FOR SUBMITTING FINAL TRACT AND PARCEL MAPS

The following must be on file with the Constituent Services & Permits Program, Land Development & Gis Div., 201 North Figueroa Street Room 200, Los Angeles, CA 90012 before or concurrently with the filing of a final tract map.

### TRACT MAPS

1. Two copies of the completed Final Map Submittal Application Form.
2. Two copies of the tentative **stamp-dated** map, filed and approved by the Department of City Planning. The stamp-dated map must bear the date stamp as noted on the City Planning Determination Letter or Modification Letter.
3. Two copies of the City Planning Determination Letter.
4. Two copies of the Preliminary **Subdivision** Report. Preliminary Title reports will **not** be accepted in lieu of the Subdivision Report.
5. Two copies of the County Tax Assessor's Map.
6. One copy of the Calculations for traverses. Calculations must be legible, describing the starting point on calculations for each traverse when there are many traverses or multi-tract maps.
7. Two full size copies of a district map showing the ownership deeds plotted, and showing how the boundary was established; a worksheet should also be included where further clarification is needed.
8. Two sets of all deeds affecting the PIQ (Property in Question) and adjoining. Deeds should be labeled as PIQ or adjoining deeds. Each set shall include deeds reflecting both current ownership and the creation deeds that reflect the first cut of the current parcel configuration.
9. One copy of all survey field notes used to establish the PIQ boundary and one city field book index sheet (with p. 99 [index]).
10. Two copies of underlying tract map labeled "Underlying Tract".
11. Two copies of the map containing the basis of bearings labeled "Basis of Bearings".
12. The entire tract boundary should be labeled. All deeds used to establish the boundary and adjoining should be submitted.
13. Prints for submittal: Sixteen (16) prints of the map sheet; Six (6) prints of the title sheet with **licensed surveyor's stamp and signature**. If the map has a private street which requires clearances from Water and Power, two more prints of the map sheet are required.
14. One copy of the digital media (AutoCAD format **no** PDF) labeled "Initial".
15. The engineer/surveyor of record as shown on the 1<sup>st</sup> final map submittal must match any subsequent submittals. If not, a release letter will be required, stating the change from the old engineer/surveyor to the new engineer/surveyor. The letter must be signed and dated by the engineer/surveyor. In addition, a new application package and fees will be required at the time of the final map submittal.
16. Merger and Re-subdivision maps: Provide list of names and addresses of utility agencies maintaining facilities in the street/alley merger areas; please include the certification list of existing utility facilities in the merger area from subdivider or representative.
17. Note: Any future resubmittals will require a return of the corrected PDF file (preferred) which should be emailed directly to the Survey Division plan checker or the marked up print and One (1) copy of the print for checking; which must be submitted to the LGD counter.
18. All submittals will be processed/received at the LGD counter.

All documents submitted must be LEGIBLE. If documents are not clear the entire submittal will be returned.

# NOTICE

## PARCEL MAPS

1. Two copies of the completed Final Map Submittal Application Form.
2. Two copies of the preliminary parcel stamp-dated map, filed and approved by the Department of City Planning. The stamp-dated map must bear the date stamp as noted on the City Planning Determination Letter or Modification Letter.
3. Two copies of the City Planning Determination Letter.
4. Two copies of the Preliminary Subdivision Report. Preliminary title reports will not be accepted in lieu of the Preliminary Sub-division report.
5. Two copies of the County Tax Assessor's Map.
6. One copy of the Calculations for traverses. Calculations must be legible, describe starting point on calculations for each traverse when there are many traverses or multi-tract maps.
7. Two full size copies of a district map showing the ownership deeds plotted, and showing how the boundary was established; a worksheet should also be included where further clarification is needed.
8. Two sets of all deeds affecting the PIQ (Property in Question) and adjoining. Deeds should be labeled as PIQ or adjoining deeds. Each set of deeds shall include deeds reflecting both current ownership and the creation deeds that reflect the first cut of the current parcel configuration.
9. One copy of all survey field notes used to establish the PIQ boundary and one city field book index sheet (with p. 99 [index]).
10. Two copies of the underlying tract map labeled "Underlying Tract".
11. Two copies of the map containing the basis of bearings labeled "Basis of Bearings".
12. The entire tract boundary should be labeled. All deeds used to establish the boundary and Adjoiners should be submitted.
13. Prints for submittal: Sixteen (16) prints of the map sheet; Six (6) prints of the title sheet with **licensed Surveyor's stamp and signature**. If the map has a private street which requires clearances from Water and Power, two more prints of the map sheet are required. In addition, a new application package and fees will be required at the time of the final map submittal.
14. One copy of the digital media (AutoCAD format no PDF) labeled "Initial".
15. The engineer/surveyor of record as shown on the 1<sup>st</sup> final map submittal should match any subsequent submittals. If not, a release letter will be required, stating the change from the old engineer/surveyor to the new engineer/surveyor. The letter must be signed and dated by the engineer/surveyor. In addition, a new application package and fees will be required at the time of the final map submittal.
16. **All submittals will be processed/received at the LGD counter.**
17. Note: Any future resubmittals will require a return of the corrected PDF file (preferred) which should be emailed directly to the Survey Division plan checker or the marked up print and One (1) copy of the print for checking; which must be submitted to the LGD counter.

**All documents submitted must be LEGIBLE. If documents are not clear the entire submittal will be returned.**

Development Services Program  
Land Development Group

# FINAL MAP SUBMITTAL APPLICATION

TRACT/PARCEL NO.		DATE:
OWNER'S NAME: (Please Print)		
Address:	City, State, Zipcode:	
Area Code & Phone No.:		
Owners E-mail Address:		
SURVEYOR'S NAME: (Please Print)		
Address:	City, State, Zipcode:	
Area Code & Phone No.:		
Surveyor's E-Mail Address:		
REPRESENTATIVE'S NAME: (Please Print)		
Address:	City, State, Zipcode:	
Representative's E-mail Address:		Date: PHONE NO.