ENGINEERING
CITY OF LOS ANGELES

Bureau of Engineering (BOE)
Permit Case Management Division,
Land Development Group
201 N. Figueroa, Suite 290
Los Angeles, CA 90012

APPLICATION FOR PRIVATE DRIVEWAY NAME ESTABLISHMENT

Dear Applicant,

The following information is being provided to assist you with your request for information regarding establishing the name for a private driveway.

Application Checklist

☐ Completed application

☐ Payment in the amount of $4,628.82 (per to LAAC Section 18.09(G)-Private Street Names and LAMC 61.03 – Surcharge for Equipment and Training). These fees are non-refundable.

- Checks: Make payable to the City of Los Angeles. Include a phone number on the "Note" line (your cancelled check is your receipt).
- On-Line Payment Processing: Please contact LGD, via email, at eng.landdev@lacity.org for more information
- Additional fees, as set forth by the County Recorder of Los Angele County will be collected by the Real Estate Division

☐ Consent of all property owners on the private driveway will be required prior to the name being established.

☐ Legal description, prepared by a licensed land surveyor or engineer describing the subject private driveway

☐ Map (drawn to scale) including:

- ☐ Location and extent of the private driveway
- ☐ Date
- ☐ North point and scale
- ☐ Name, address and telephone number of person(s) preparing the map
- ☐ Width and alignment of the private driveway
- ☐ Approximate layout of the lot or parcel of land adjoining the private street with the dimension of the frontage
- ☐ Names and addresses of the abutting record owners
- ☐ The location ties to existing public streets

All the above information and payment shall be submitted via email (eng.landdev@lacity.org) or by mail to:

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Further information may be obtained by contacting LGD at (213) 202-3480 or via email at eng.landdev@lacity.org.

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Date of Application:

1. Applicant(s)_____

   _____

   are the owner(s) or representative(s) of the owner(s) of the properties shown on the attached sketch or described below.

2. The private driveway is located between

   _____

   Property or legal description: _____

   _____

3. Proposed Name: _____
4. Proposed name of establishment:

   _____

   _____

5. Telephone number/ email at which I can be contacted during the day:

   Phone Number with Area Code: Email:

6. Applicant Signature: _____

7. Owner's Signature: _____