

## QUITCLAIM APPLICATION

**Application Checklist** (all must be checked and submitted for the application to be complete)

- Completed application via email to [eng.landdev@lacity.org](mailto:eng.landdev@lacity.org)
- Stamped map and legal Description by a licensed surveyor
- Sketch of the involved easement  
**Note:** Water line and public utility easements are quitclaimed by the Department of Water and Power, Land Section.
- Copy of document(s) which dedicated the easement
- Current title report, which must be less than 6-months old. The title report is used to determine the exact legal description of the land involved and the fee owner. A “Property Profile” is not acceptable.
- Payment of the investigation and report processing fee of \$7,075.91 including mandatory 7% surcharge (per [LAAC Section 7.40](#) and [LAMC Section 61.03](#)). Fee are non-refundable.
  - Checks – Made payable to the City of Los Angeles (include a phone number on the “Note” line)
  - On-Line Payment Processing: Please contact LGD, via email, at [eng.landdev@lacity.org](mailto:eng.landdev@lacity.org) for more information
  - Additional fees, as set forth by the County Recorder of Los Angeles County will be collected by the Real Estate Division.

***If the easement to be quitclaimed is in the Coastal Zone, a Coastal Development permit may be required prior to the City’s approval of the quitclaim application.***

All the above information and payment shall be submitted electronically. If you wish to submit information in hard copy, you may do so by mail to:

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

**What's Included in the Investigation and Report:**

1. PCM will send referral letters to applicable BOE Offices and other City Departments, depending on the type of easement being quitclaimed.
2. PCM will prepare a report with recommendations once all responses are received.
3. PCM will prepare a draft ordinance for approval by the City Attorney once all responses are received. The draft Ordinance and recommendation report will be sent to the City Attorney for form and legality.
4. Quitclaim is processed under the "Accelerated Review Process". Petitioner is notified by the City Clerk's Office of the time and place of the City Council meeting on the matter. If there is no objection to the report, the whole Council adopts the item.
5. After the Council adopts the City Engineer's report and Ordinance, it's sent to the BOE Real Estate Division for processing and recordation of the quitclaim deed. Real Estate can not process and record until the Ordinance become effective.

**Timeframe:**

- A MINIMUM of six to nine months is required to complete the investigation and hearing by the Council. Requests that require completion of conditions may take longer.
- In cases where replacement facilities and/or new easements are required, such replacements and dedications must be completed prior to the City's processing of quitclaim application.

**Additional Information:**

- Each project is given a title by street name and subject. The street name is that upon which the property fronts. A Right of Way Number is assigned to each project upon receipt of the investigation fee. Further information on this matter may be obtained by contacting the Land Development Group at (213) 202-3480 or via email at [eng.landdev@lacity.org](mailto:eng.landdev@lacity.org). When calling for information, please refer to the project title, not right-of-way number.

## QUITCLAIM APPLICATION

**Date:**

1. Applicant(s):

Address:

City:

State:

Zip:

Applicant is the:  Owner(s) or  Representative(s) of the owner (s) of the properties shown on the attached sketch or described below.

2. The easement to be quitclaim is for:

Sanitary Sewer

Storm Drain

Slope Easement

Other:

Purpose is located at:

Property Description:

3. The project lies within or shown on:

a. Engineering District:

b. Council District Office No. (can be found on [NavigateLA](#)):

c. District Map No.:

d. Thomas Guide Reference No.:

4. Document/Map which dedicated easement:

5. Quitclaim of the easement is necessary because:

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

Phone: (     )                      -                      Email:

7. Applicant Signature:

8. Owner(s) name and address (if applied for by a Representative):

Name(s):

Address:

City:

State:

Zip: