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CALIFORNIA



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**DEPARTMENT OF
PUBLIC WORKS**

**BUREAU OF
ENGINEERING**

TED ALLEN, PE
CITY ENGINEER

1149 S. BROADWAY, SUITE 700
LOS ANGELES, CA 90015-2213

<http://eng.lacity.org>

August 15, 2024

NOTICE

To: LAND SURVEYORS, PRIVATE ENGINEERS, AND DEVELOPERS

From: BUREAU OF ENGINEERING, LAND DEVELOPMENT GROUP

Subject: SUBDIVISION MAP STATUS INFORMAL CONDITIONS

Effective immediately in conjunction with all new final map submittals, the Land Development Group will be adding two informal conditions to the Conditions List in Subdivision Map Status. Condition 97 is to confirm that the area being subdivided is clear of any lien or unpaid assessment of the City of Los Angeles. Condition No. 98 is to confirm that all taxes on the area being subdivided have been guaranteed and/or paid to the County of Los Angeles. These two conditions are being added to serve as an early reminder to subdividers of the importance of having assessments and taxes satisfied prior to the final map recording. Experience shows that those subdividers who have prepared ahead to ensure that these matters are taken care of have their final subdivision maps approved and recorded in a timely manner.

Subdividers may request Land Development Group public counter staff to check for assessments and clear Conditions No. 97 as early as the Survey check print being conditionally approved. Subdividers shall work with the County of Los Angeles to ensure payment and/or guarantee of all taxes during the tax year that the final map is to be recorded. Permit Case Management will confirm the tax clearance status with the County of Los Angeles and clear Condition No. 98 accordingly. If you have any questions regarding this procedure, please contact the Land Development public counter using our online Customer Service Portal (<https://dscsr.lacity.org/>), or you may also make an in-person or virtual appointment using our BuildLA Appointment System (<https://appointments.lacity.org>).

PERMIT CASE MANAGEMENT

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December 29, 2006

Attention: All clients/customers

Effective January 2, 2007 Permit Case Management (PCM) will be implementing an E-mail Notification System link, located in the Subdivision Map Status Application. This new application will enable client/customers to subscribe to a Tract or Parcel map number, and to view or print a scanned copy of the City Engineering Report Recommendations that are sent to the City Planning Department. In addition, subscribers will be able to view or print copies of the Final map drawings, which are submitted to Engineering's Mapping Division.

It is our sincere hope that this enhancement will allow our clients/customers to receive copies of important documents in the most expedient manner possible. Please log on to our website at <https://engpermits.lacity.org>. Under the heading quick links select **Subdivision Mapstatus**. Using your Angelino account you will be able to access your final map status. For instructions on accessing this new feature or if you have any questions please send a request using our customer service portal at: <https://dscsr.lacity.org/> or contact our public counter staff at 213-202-3480.

Thank you

Permit case management

NOTICE

REQUIREMENTS FOR SUBMITTING FINAL TRACT AND PARCEL MAPS

The following must be on file With the constituent services and Permits Program Permit Case Management and GIS Division. 201 North Figueroa Room 290 Los Angeles, CA. 90012. before or concurrently with the filing of a final track map.

TRACT MAPS

1. **Two** copies of the completed final map submittal application form.
2. **Two** copies of a 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 of the subdivision report.
5. **Two** copies of the county tax assessors 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-sized 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 Adjoiners. Deeds should be labeled as PIQ or Adjoiners 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 P99 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. 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 surveyors stamp and signature**. If the map has a private street which requires clearance from water and power, two more prints of the map sheets are required. **Maps should be 16x24 with a 1" border**
 - a. The entire tract boundary should be labeled.
 - b. The engineer/surveyor of record as shown on the 1st 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.
14. **One copy of the digital media. We only accept USB (AutoCAD format, no PDF) labeled "Initial"**.
15. 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 for subdivider or representative.
16. Note: any future resubmittal. middles 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 PCM counter.
17. **All submittals will be processed/received at the PCM counter.**

All documents submitted must be legible and the package complete before an invoice for payment is sent.

NOTICE

PARCEL MAPS

1. **Two** copies of the completed final map submittal application form.
2. **Two** copies of a 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 subdivision of the subdivision report.
5. **Two** copies of the county tax assessors 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-track maps.
7. **Two** full-sized 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 Adjoiners. Deeds should be labeled as PIQ or Adjoiners 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 P99 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 add joiners should be submitted.
13. Prints for submittal. Sixteen (16) prints of the Map sheet; Six (6) prints of the title sheet with **licensed surveyors stamp and signature**. If the map has a private street which requires clearance from water and power, two more prints of the map sheets are required.
14. **One copy of the digital media. We only accept USB (AutoCAD format, no PDF) labeled "Initial"**.
15. The engineer/surveyor of record as shown on the 1st 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. **All submittals will be processed/received at the PCM 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 PCM counter.

All documents submitted must be legible and the package complete before an invoice for payment is sent.

Development Services program
Permit Case Management.

FINAL MAP SUBMITTAL APPLICATION

TRACT/PARCEL NO. _____

Owner's Information

Name (please print):
Address:
City, State, Zip code:
E-mail:
Phone:

Surveyor's Information

Name (please print):
Address:
City, State, Zip code:
E-mail:
Phone:

Representative's Information

Name (please print):
Address:
City, State, Zip code:
E-mail:
Phone:

TENTATIVE PHASE FEE SCHEDULE

Permits and fees	Base Fee	3% Surcharge	7% Surcharge	Total Fee
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TRACT MAPS - TENTATIVE				
Under 20 Lots	\$8240.00	\$247.20	\$576.80	\$9064.00
20 or more lots	ACTUAL COST CONSULT WITH STAFF			
Coastal Development Permits	ACTUAL COST CONSULT WITH STAFF			

Permits and fees	Base Fee	3% Surcharge	7% Surcharge	Total Fee
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MODIFIED OR REVISED TRACT MAPS (Engineering Report is required)				
Under 20 lots	\$1854.00	\$55.62	\$129.78	\$2039.40
20 or more lots	\$1854.00	\$55.62	\$129.78	\$2039.40
PARCEL MAPS TENTATIVE				
Parcel Map	\$8,240.0	\$247.20	\$576.80	\$9,064.00
Tentative Map Modification & Revision	\$824.00	\$24.72	\$57.68	\$906.40
Private Street map	\$6034.00	\$189.12	\$141.28	\$6,934.00
Private Street map Revision	\$630.00	\$18.90	\$44.10	\$693.00

LAND USE REVIEW				
Zone Change	\$7339.00	\$220.17	\$513.73	\$8072.90
Conditional Use	\$7339.00	\$220.17	\$513.73	\$8072.90
City Planning Cases	\$7339.00	\$220.17	\$513.73	\$8072.90
Site Plan Review	\$7339.00	\$220.17	\$513.73	\$8072.90
Zone Change w/prior Land Use Review	\$7,210.00	\$216.30	\$504.70	\$7931.00
Conditional Use w/prior preliminary Land Use Review	\$7,210.00	\$216.30	\$504.70	\$7931.00

City Planning cases w/prior Land Use Review	\$7,210.00	\$216.30	\$504.70	\$7931.00
Permits and fees	Base Fee	3% Surcharge	7% Surcharge	Total Fee
Site Plan Review w/prior Preliminary Land Use Review	\$7,210.00	\$216.30	\$504.70	\$7931.00
Surface Mining	\$1,581.00	\$47.43	\$110.67	\$1,739.10
CERTIFICATE OF COMPLIANCE MAP EXEMPT	\$1,262.00	\$37.86	\$88.34	\$1,388.20

FINAL PHASE FEE SCHEDULE

Permits and fees	Base Fee	3% Surcharge	7% Surcharge	Total Fee
TRACT MAPS-FINAL (20 LOTS OR LESS) includes;Straight lines, curve, deed, curve & deed	\$8240.00	\$247.20	\$576.80	\$9064.00
Tract maps Final (over 20 lots)	FOR ACTUAL COST CONSULT WITH STAFF			
Resubmission Fee (after 4th check or if check prints are lost)	\$824.00	\$24.72	\$57.68	\$906.40
Reversion to Acreage Surcharge, Prior Council Approval	\$2,549.00	\$76.47	\$178.43	\$2,803.90
Reversion to Acreage Surcharge, NO Prior Council Approval	\$2,549.00	\$76.47	\$178.43	\$2,803.90
Very High Fire Hazard Severity Zone Surcharge	50% of fees (surcharge is 50% of \$8,240, which comes out to \$4,120, the \$4,120 itself is subject to our 7% and 3% surcharges, which would bring the total fee to $4120 \times (1 + 0.03 + 0.07) = \$4,532$ QC 829			
Airspace Subdivision	FOR ACTUAL COST CONSULT WITH STAFF			
Parcel Maps - Final includes;Straight lines, curve, deed, curve & deed	\$8240.00	\$247.20	\$576.80	\$9064.00

Resubmission Fee (after 4th check or if check prints are lost)	\$824.00	\$24.72	\$57.68	\$906.40
Permits and fees	Base Fee	3% Surcharge	7% Surcharge	Total Fee
Reversion to Acreage Surcharge, Prior Council Approval	\$1,854.00	\$55.62	\$129.78	\$2,039.40
Reversion to Acreage Surcharge, NO Prior Council Approval	\$1,854.00	\$55.62	\$129.78	\$2,039.40
Very High Fire Hazard Severity Zone Surcharge	50% of fees (<i>surcharge is 50% of \$8,240, which comes out to \$4,120, the \$4,120 itself is subject to our 7% and 3% surcharges, which would bring the total fee to $4120 \times (1 + 0.03 + 0.07) = \\$4,532$ QC 829</i>)			
Airspace Subdivision	FOR ACTUAL COST CONSULT WITH STAFF			
Final Map Waiver	\$1,262.00	\$37.86	\$88.34	\$1,388.20
Sewer Facilities Charge (SFC)	FEE WILL BE CALCULATED IN THE DISTRICT OFFICE			
Survey Monument Bond (SMB)	FIRST MONUMENT \$1500-EACH ADDITIONAL MONUMENT \$450.00			
Survey Monument Bond Processing Fee	\$443.00		\$31.01	\$474.01
Survey Monument Bond Inspection Fee-1st monument inspection	\$273.00		\$19.11	\$292.11
Each additional monument inspected	\$80.00		\$5.60	\$85.60
Survey monument bond fees must be paid by cashier's check or credit card only, NO exceptions **note: where applicable the SMB processing and SMB inspection fees must be paid at the same time				
Conforming copy	\$39.60		\$2.77	\$42.37