Subdivision Submittal Requirements & Application

1. **OWNER’S STATEMENT**
   “Owner’s statement form” must be completed, signed and notarized.

2. **DESCRIPTION OF PROJECT:**
   A written description of the project and/or construction, including (as applicable) how the site is to be used, what services will be offered, hours of operation, number of employees and any other information that may assist the Commission in evaluating the request. Please also include a brief explanation in support of the request, including how it will benefit the public welfare and/or surroundings, be in conformance with adjacent General Plan and Zoning designations and/or existing patterns of land use and development. Make sure to describe how the subdivider intends to improve the condition and appearance of the adjacent right-of-way infrastructure. **Provide eight (8) copies of project description.**

3. **GRANT DEED**
   Provide copies of grant deeds and exhibits, if any, for all properties a part of the application. **If the property owner listed on the grant deed(s) is a company or corporation then also provide a copy of the article of incorporation, bylaws or corporate minutes/resolutions to identify corporate officers/signers or partnership agreements to identify partners and authority.**

4. **ASSESSOR PLAT MAP**
   Provide a copy of the latest Los Angeles County Tax Assessor’s Map page covering the entire parcel comprising the proposed subdivision.

5. **PRELIMINARY TITLE REPORT**
   Provide a copy of the most current preliminary title report for each parcel a part of the lot-line adjustment application. The preliminary title reports should be no older than 90 days from the time of submittal and should specify ownership, legal description and any easements.

6. **ENVIRONMENTAL INFORMATION FORM**
   Complete and sign.

7. **BURDEN OF PROOF FORM**
   Complete and sign.

8. **TECHNICAL REPORTS**
   If your proposed subdivision is located within a Seismic Hazard Zone as identified by the State of California you are required to comply with Seismic Hazards Mapping Act as of March 25, 1999. The Seismic Hazards Mapping Act requires that a geotechnical report be submitted with your application for subdivision. The report is required for all subdivisions intended for eventual human occupancy.

9. **PICTURES OF THE SITE**
   Provide Eight (8) sets of color photographs printed on 8 ½” x 11” sheet of paper. Images should be clear, in color and a minimum of 3” x 5” in size. Provide photos of the parcel comprising the subdivision and adjacent properties. Provide pictures of the adjacent right-of-way infrastructure, including curbs, gutters, parkways, and sidewalks, to the proposed division of land.
10. **RADIUS MAP**  
Provide a map of the subject property and all properties within a 500 foot radius of the exterior boundary of the subject property. The map should be drawn to scale and include street names, lot lines and street addresses for all parcels within the radius must be clearly labeled. Additionally, each parcel within the radius shall be identified by a consecutive numbering system. (Sample map attached.) A list of companies that prepare radius maps and property owner’s lists is attached.

11. **PROPERTY OWNER/OCCUPANT LIST**  
A typewritten list of the names, property address, mailing addresses and Tax Assessor’s Book, Page and Parcel Number for all owners of property contained within the radius map. Each name shall be identified using the parcel number which corresponds to the number shown on the radius map. The list must be prepared from the latest available assessment roll of the Los Angeles County Tax Assessor.

12. **MAILING LIST CERTIFICATION FORM**  
The attached form must be signed and notarized.

13. **MAILING LABELS**  
Three (3) sets of self-adhesive labels containing the names and mailing addresses of all property owners on the Property Owner’s List. Where the mailing address of the owner is different from the address of the property within the radius, a tenant label shall be addressed to “Occupant” at the applicable property address.

14. **EXHIBITS**  
**Tentative Map:**  
a. Ten (10) copies of the Tentative Map shall be submitted at the time of filing. The scale of the map shall be 1” to one hundred (100) feet. Maps should be folded to a size as close to 8 ½” x 11” as possible.  
b. Three (3) reduced copies of the Tentative Map no larger than 8 ½” x 11” or 8 ½” x 14” shall be submitted at the time of filing.  
c. Each Tentative Map shall be prepared by or under the direction of a registered civil engineer or a licensed surveyor.  
d. Tentative Maps shall contain and/or be accompanied by the following information:
   1. North point, date, and scale.  
   2. The assigned map number.  
   3. The dimensions and record boundaries of the land under common ownership in the proposed subdivision.  
   4. The layout, design, dimensions, boundaries and area of each proposed lot or parcel. Where pads are proposed for building sites, the finished grade shall be indicated.  
   5. Zoning designation, General Plan designation and Tax Assessor Identification Number of each parcel of land within the proposed subdivision.  
   6. Public areas, if any.  
   7. General information as to location, names, widths and improvements of all adjoining highways, streets, alleys or ways.  
   8. A number shall be assigned to each proposed lot or parcel.  
   9. The widths and alignment of all easements (private or public) for access, drainage, sewage disposal, and public utilities which are existing or are proposed by the subdivider.  
   10. Each map shall show existing and proposed water and sewer lines extending from their source adjacent to the parcel, through the parcel to the ultimate location at existing and/or proposed structures.  
   11. The location, width, approximate grade, and center line radius of existing and proposed streets, alleys, highways, ways and easements which are within or adjacent to the proposed division of land.  
   12. Existing and proposed street improvements and drainage facilities.  
   13. Actual street names or an identifying letter for proposed streets.
14. The location of existing structures and improvements, shown to scale, within or on lots or parcels immediately adjacent to the subdivision. (Each building shall have its street address indicated and shall be labeled with its existing use and proposed use.)
15. Contours showing existing and proposed topography.
16. Location and direction of all water courses on the property.
17. Location and direction of storm water overflow and other watercourses located on the surface of the parcel.
18. Location of all trees standing within the boundaries of the division of land and an indication as to whether they would remain or be removed as a consequence of the subdivision.
19. A key map showing the relation of the subdivision to the nearest streets and cross streets.
20. All requirements, design criteria, design standards, improvements, etc., contained in the City’s Subdivision Ordinance shall be indicated on the Tentative Map and be provided prior to approval of the Final Map by the City Engineer. Any request for amendment or modification of those requirements must be listed on a separate sheet of paper with a justification for such request.
21. For all subdivisions in which new streets (private or public) will be provided the tentative map shall include a “street” profile indicating the placement and dimensions of the curbs, gutters, parkways, and sidewalks. The location and placement of proposed street trees and other community landscaping shall also be included. The subdivider shall also indicate the necessary repairs that will be made to the adjacent right-of-way infrastructure.

15. **CD**
   Provide one (1) CD that contains a separate digital copy of each document and set of plans submitted (i.e. application, project plans, photos, exhibits, etc.); PDF and/or jpeg are acceptable formats. Make sure to provide a CD sleeve/case and label CD. Additional CD’s will be required with each re-submittal of plans.

16. **ENVIRONMENTAL RECORDATION FEE**
   Most projects will require an environmental posting of either a “Notice of Intent” or a “Notice of Exemption” in accordance with the California Environmental Quality Act. Please submit a check made out to the Los Angeles County Clerk in the amount of $75.00. In the event that your project does not require posting your un-cashed check will be returned.

17. **APPLICATION AND OTHER FEES**
   All application fees are **non-refundable** and must be submitted with your application. Please note, if the project requires environmental review the applicant is responsible for the cost of the City’s environmental consultant and Fish & Game fees. Fish & Game fees are separate from City submittal fees. Fees are due at the time of submittal.

   a. Maps:
      - Tentative Parcel Maps $10,500.00
      - Tentative Tract Maps $10,500.00
      - Revised Maps One-half of the original filing
   b. Technical Report:
      - Liquefaction Compliance (admin fee) $500.00 + cost of review (Cost of review borne by applicant)
      - Geotechnical Report Deposit to Smith-Emery $2,000.00 plus $125 per hour over basic compliance peer review (Cost of review borne by applicant; Check made payable to Smith-Emery)
   c. Environmental Fees:
      - Categorically Exempt $521.00
      - Initial Study/Negative Declaration $8,100.00
      - Environmental Impact Report (admin fee) $8,100.00 plus 10% of contract (Cost of EIR borne by applicant)
      - Environmental Recordation Fee $75.00 (Check made payable to the Los Angeles County Clerk)
Environmental Review:

All subdivisions containing five or more parcels of land or those associated with a project that may have an impact on the environment will be subject to the requirements of the California Environmental Quality Act.

An Initial Study Application Form will be required to accompany such subdivisions. State law requires a minimum 30-day posting period with the Los Angeles County Clerk. If a subdivision or related development requires notification of State agencies, there is a 45-day notification period required. Environmental Impact Reports, if required, can take up to one year to complete. Processing of a subdivision does not officially occur until completion of environmental documentation and review. To avoid as much delay as possible, the Planning Department will begin processing less complex subdivisions during the 30-day posting period with the Los Angeles County Clerk.

Compliance with the Seismic Hazards Mapping Act: (Public Resources Code, Chapter 7.8)

If your proposed subdivision is located within a Seismic Hazard Zone as identified by the State of California you are required to comply with Seismic Hazards Mapping Act as of March 25, 1999. The Seismic Hazards Mapping Act requires that a geotechnical report be submitted with your application for subdivision. The report is required for all subdivisions intended for eventual human occupancy.

The purpose of the report is to evaluate the nature and severity of seismic hazards at the site and to propose appropriate mitigation measures. The report must be prepared by a registered civil engineer or certified engineering geologist, having competence in the field of seismic hazard evaluation and mitigation. The registration or certification number and license expiration date of the person who prepared the report must be included in the signature block contained within the report.

The report shall contain site-specific evaluations of the seismic hazard affecting the project, and shall identify portions of the project site containing seismic hazards. The report shall also identify any known off-site seismic hazards that could adversely effect the site in the event of an earthquake. The contents of the report shall include the following:

(a) Project description.
(b) A description of the geologic and geotechnical conditions at the site, including an appropriate site location map.
(c) Evaluation of site-specific seismic hazards based on geological and geotechnical conditions, in accordance with current standards of practice.
(d) Recommendation for appropriate mitigation measures.

Prior to approval of the project, the City will independently review the report to determine the adequacy of the hazard evaluation and proposed mitigation measures and to determine if the requirements of the Seismic Hazards Mapping Act have been met.

Maps showing the area of the City within Seismic Hazard zones are available in the Building and Planning Department for review.

At the time of submittal of the subdivision application and geotechnical report the applicant will be required to pay a deposit to cover the cost of its review by the City. After completion of the review by the City, unused portions of the fee will be returned or the applicant will be billed for any cost above the initial deposit.

Processing:

The average processing time for subdivisions is 6-8 months depending on the complexity of the overall project, quality of exhibits and subsequent changes to the project. Planning Department will prepare a preliminary report and submit it along with a request for comments to all outside agencies affected by the project and to City Departments that review subdivision proposals. Comments are due approximately 3-4 weeks subsequent to the submittal date of a subdivision.

After comments are received the Planning Department will prepare a comprehensive comment letter for the applicant to address. Once the applicant re-submits revised exhibits/information as requested, the package will once again be forwarded for comments. Once all major issues have been resolved, staff will proceed to schedule the item for public hearing before the Planning Commission. The Planning Commission will make a recommendation to the City Council. Staff will then proceed with scheduling the item before the City Council. City Council may sustain, modify, reject, or overrule the recommendation of the Planning Commission.

Most subdivisions are subject to conditions of approval and final mapping requirements. Once the subdivision has been approved by the City Council, the subdivider has up to 24 months to complete final mapping requirements and the conditions of approval. Subsequent to approval of the Tentative Map by the City Council, it is the subdivider’s responsibility to contact the Public Works Department for final mapping requirements and procedures. The Public Works Department can be reached at (310) 605-5505, Monday through Thursday, 7:00 AM to 6:00 PM.
OWNER’S STATEMENT FORM

(PLEASE PRINT OR TYPE)

TENTATIVE MAP NO. ________________________________________________________________

TAX ASSESSOR ID(s) ______________________________________________________________

PROPERTY ADDRESS ____________________________________________________________

Nearest Cross Streets ____________________________________________________________

LEGAL DESCRIPTION OF ENTIRE LAND DIVISION (Attach additional pages.)

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

LAND DIVISION INFORMATION

Acreage ____________________________________________________________

Number of Proposed Lots ____________________________________________

Is property within a Liquefaction Zone? □ Yes □ No

Are any structures presently located on the property? □ Yes □ No

GOVERNING AGENCIES

Water Supply Agency _________________________________________________

Other(s) ____________________________________________________________

PROPOSED LAND USE OF EACH PROPOSED PARCEL

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Subdivision Submittal Requirements & Application
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<table>
<thead>
<tr>
<th>(1) PROPERTY OWNER(S)</th>
<th>(2) APPLICANT</th>
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<tbody>
<tr>
<td>Name___________________</td>
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<td>Address________________</td>
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APPLICANT’S AFFIDAVIT:

(I/We) ________________________________

Name of Applicant(s)

being duly sworn, say that (I am/we are/the corporation is) requesting this Subdivision and that the statements and information contained in this application are in all respects true and correct to the best of (my/our) knowledge and belief.

(Notary Seal) | Signed: ____________________________

Subscribed and sworn to before me

this ______ day of ___________________20____.

Notary Public

Mailing address of applicant:

Phone Number: __________________________

PROPERTY OWNERS PERMISSION: (Complete only if the applicant is not the current owner of the property described in this application.)

(I/We) ________________________________

(Name of Owner(s))

being duly sworn, say that (I am/we are/the corporation is) the owner of the property described in this application and that (I/we) have familiarized (myself/ourselves) with this application and hereby grant permission for the use of said property as described in this application.

(Notary Seal) | Signed: ____________________________

Subscribed and sworn to before me

this ______ day of ___________________20____.

Notary Public

Mailing address of applicant:

Phone Number: __________________________
**ENVIRONMENTAL INFORMATION FORM**

**GENERAL INFORMATION**

1. Name and address of developer or project sponsor: ________________________________

2. Address of project: ________________________________

   Assessor’s Tract and Lot Number: ________________________________

3. Name, address and telephone number of persons to be contacted concerning this project: ________________________________

4. Indicate number of permit application for the project to which this form pertains:

5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

6. Existing zoning district: ________________________________

7. Proposed use of site (Project for which this form is filed): ________________________________

**PROJECT DESCRIPTION**

The following information must be submitted in full, attach additional sheets as necessary and provide one (1) set of project plans.

8. Site size: ________________________________

9. Square footage: ________________________________

10. Number of floors of construction: ________________________________

11. Amount of off-street parking provided: ________________________________

12. Proposed scheduling: ________________________________

13. Associated projects: ________________________________
14. Anticipated incremental development: ____________________________________________

15. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected: ____________________________________________

16. If commercial, indicate the type, whether neighborhood, city or regionally-oriented, square footage of sales area, and loading facilities: ____________________________________________

17. If industrial, indicate type, estimated employment per shift and loading facilities: ____________________________________________

18. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities and community benefits to be derived from the project. ____________________________________________

19. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required. ____________________________________________

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

20. Change in existing features of any bays, tidelands, beaches, or hills or substantial alteration of ground contours. Yes ☐ No ☐

21. Change in scenic views or vistas from existing residential areas or public lands or roads. ☐ ☐

22. Change in pattern, scale or character of general area of project. ☐ ☐

23. Significant amounts of solid waste or litter. ☐ ☐

24. Change in dust, ash, smoke, fumes or odors in vicinity. ☐ ☐

25. Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns. ☐ ☐

26. Substantial change in existing noise or vibration levels in the vicinity. ☐ ☐
27. Site on filled land or on slope of 10 percent or more. ☐  ☐

28. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. ☐  ☐

29. Substantial change in demand for municipal services (police, fire water, sewage, etc.). ☐  ☐

30. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.). ☐  ☐

31. Relationship to a larger project or series of projects. ☐  ☐

SUPPLEMENTAL ENVIRONMENTAL INFORMATION

1. Project Address ____________________________________________

2. Tax Assessor’s ID # ________________________________________

3. Project Applicant _________________________________________

4. Applicant Address _________________________________________

5. Applicant Telephone # _____________________________________

6. Zoning of Property _________________________________________

7. General Plan Designation of Property __________________________

8. Project Description (provide on an attached sheet)

9. Current use of property _____________________________________

10. Past use of property (if known) ________________________________

11. If the property is currently in use indicate the business license number, the expiration date of the license, and the name of the business category as it appears on the license.

   __________________________________________________________

12. Proposed use of the Site _____________________________________

13. Size of the property _________________________________________

14. Number of buildings on property, existing and proposed uses, number of stories, and size of each structure (in square feet).

   __________________________________________________________
17. If residential, include the number of units, schedule of unit sizes, range of sale prices or rent, and type of household size expected.

18. Area of parking lot(s)

19. Number of parking spaces

20. Loading facilities (number of spaces and size of area)

21. Square footage of landscaped area

22. Proposed scheduling of the project

23. Anticipated incremental development

24. If other than residential indicate the occupancy, hours of operation, estimated number of employees per shift and the number and hours of each shift.

25. Please indicate any community benefits to be derived from this project.

26. If the project requires rezoning or a variance please indicate why it is required.

27. If industrial and there will be any trucks associated with the project please complete the following:
   a. Number and type of trucks that will be housed on property
      ______________________________________________________
      ______________________________________________________
   
   b. Indicate the function of the trucks that will be regularly housed on the property
      ______________________________________________________
      ______________________________________________________
c. Indicate what would be stored on the trucks while on the property

____________________________________________________________________________________

d. Will there be any truck repair, maintenance, or washing?

____________________________________________________________________________________

e. Indicate the number of trucks that will be entering and leaving the property during the following hours.

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<tr>
<th>Time Period</th>
<th># Entering</th>
<th># Leaving</th>
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<tr>
<td>6:00 a.m. to 9:00 a.m.</td>
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<td>9:00 a.m. to 12:00 p.m.</td>
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<td>12:00 a.m. to 4:00 p.m.</td>
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<td>4:00 p.m. to 6:00 p.m.</td>
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<td>6:00 p.m. to 10:00 p.m.</td>
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<tr>
<td>10:00 p.m. to 6:00 a.m.</td>
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28. Please list other public agencies whose approval is required (e.g. permits from regional, state, or federal agencies, financing approval or participation agreements). List the name of the agency, address, telephone number, contact person, and type of permit or approval that is necessary.

29. Name address and telephone number of person completing this form.

________________________  __________________________  __________________________

ENVIRONMENTAL SETTING

32. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or photos will be accepted.

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

33. Describe the surrounding properties, including information on plant and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.) intensity of land use (one-family, apartment houses, shops, department stores, etc.) and scale of development (height, frontage, setback, rear yard, etc.) Attach photographs of the vicinity. Snapshots or photos will be accepted.
CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Preparer’s Signature

Preparer’s Name:

Mailing Address:

Phone No.: 

Email: 

BURDEN OF PROOF FORM

TO: ALL APPLICANTS FOR SUBDIVISIONS:

The employees of the Community Development Department are required to give assistance to anyone who wishes to apply for a land use permit or zoning modification. Such assistance must not be interpreted as encouragement to the applicant. All applications are granted or denied by the Planning Commission and/or the City Council based on standards and criteria found within the Zoning Ordinance. The applicant must understand that it is his or her responsibility to demonstrate that said application conforms to the relevant criteria.

Department employees are not permitted to prepare the application nor are they permitted to assist the applicant or any opponent of an application in preparing arguments for or against the request.

THERE IS NO GUARANTEE, EITHER EXPRESS OR IMPLIED, THAT ANY APPLICATION FOR A SUBDIVISION WILL BE GRANTED.

The applicant must further understand that each application will be carefully investigated and that after such investigation has been made or the public hearing has been held staff’s recommendation may be contrary to any position discussed in the preliminary evaluations.

Finally, the applicant must understand that the Architectural Review Board as well as the Planning Commission may have jurisdiction over the application. Should that be the case further review of the request will be required and additional and separate conditions of approval other than those imposed by the Planning Commission may be applied.

I __________________________________________ have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

_____________________________________________  ______________________________
SIGNATURE OF APPLICANT                        CASE NO.

_____________________________________________
DATE
Mailing List Certification Form

I, __________________________________________ certify that the attached list represents

Name of Mailing List Preparer (print)

the names and addresses of all property owners located within a five hundred (500) foot radius of the exterior boundaries of the property located at _______________________________________________________.

Street City State Zip Code

Where the property owner’s mailing address differs from that of the property within the radius, a separate label for the “occupant” of the property is included. This information was obtained from __________________________________________ utilizing the County Assessment rolls and other data sources.

____________________________________________
Signature

Name:

______________________________
Full Name (Print)

Company

Name:

_____________________________________
Company/Home

Address:

City: ________________ State: _______Zip Code: _______

Subscribed and sworn to before me this ______ day of _______ 20____.

____________________________________
Signature

(Notary Seal)

Phone Fax
No.: ____________________ No: __________________________________

Email: ____________________
SAMPLE RADIUS MAP

MAPPING AND PROPERTY OWNER’S LIST PREPARERS

Below you’ll find a list of companies that prepare radius maps and property owner’s lists. Please note this list is provided as a courtesy only. The Community Development Department makes no recommendation concerning the work or performance of the companies appearing on the list (use at your discretion). Applicants are free to choose from this list or any other consultant of their choice.

1. T-Square Mapping Services
   P.O. Box 605
   La Canada, CA 91012
   (626) 403-1803

2. GC Mapping Services
   711 Mission Street, Suite B
   South Pasadena, CA 91030
   (818) 441-1080

3. Continental Mapping Services
   6325 Van Nuys Boulevard
   Van Nuys, CA 91401
   (818) 787-1663

4. Radius Maps
   (818) 272-3484

5. More Services
   Susan Moreno
   (818) 350-5944

6. TRW/Experian
   Database for Los Angeles County

7. Szeto + Associates
   2714 Stingle Avenue
   Rosemead, Ca 91770
   (626) 512-5050

8. Susan Case Inc - Radius Maps & Lists
   917 Glenneyre St #7
   Laguna Beach CA 92651
   (949) 494-6105
   susan@susancaseinc.com
   www.susancaseinc.com