



INSTRUCTIONS:

INSTRUCTIONS AND CHECKLIST FOR FILING PRELIMINARY PARCEL MAPS

RELATED CODE SECTION: Section 17.50 of the Los Angeles Municipal code (LAMC) authorizes Parcel Map actions by the Advisory Agency. The Parcel Map action is for the division of land in order to create four (4) lots or less.

SPECIAL INSTRUCTIONS: The Department of City Planning (DCP) has developed specialized requirements for the processing of Preliminary Parcel Map requests, in compliance with the California Public Resources Code Sec. 66473.1, 66474.60, .61, and .63.

In addition to the applicable requirements for the *Department of City Planning Application Instructions Form CP-7810*, submit the following required materials:

- 1. Department of City Planning (DCP) Application.** The Department of City Planning application form ([CP-7771.1](#)) must be completed. (Refer to Department of City Planning Application Filing Instructions for additional information, Form [CP-7810](#).)

- Findings for Approval:** In order to approve an application, the decision maker must decide if the facts presented in the record are such to establish the following findings (i.e. criteria for approval). On a separate page copy each finding and follow it with a detail justification/explanation of how the proposed project complies with the required findings:
 1. The proposed map is consistent with applicable general and specific plans.
 2. The design and improvement of the proposed subdivision are consistent with applicable general and specific plans.
 3. The site is physically suitable for the proposed type of development.
 4. The site is physically suitable for the proposed density of development.
 5. The design of the subdivision and the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat.
 6. The design of the subdivision and the proposed improvements are not likely to cause serious public health problems.
 7. The design of the subdivision and the proposed improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision.

- Related Concurrent Actions By AA/AZA:** Per Code Section 17.53,J of LAMC, area, yard, and height adjustments no more than 20% and reduction in the width of the required passageways pursuant to Section 12.21,C.2(b) to no less than five feet may be a part of the Parcel Map determination action. Requests under Code Section 17.53,J must be filed at same time of the Parcel Map filing to be considered. Describe the request in the application and provide proposed findings of fact required of the Zoning Administrator's Adjustment pursuant to Sec. 12.28,C.4 of the LAMC.

- Major Concurrent Actions on Separate Application:** Other than permitted per Code Section 17.03,A. Submit a copy of a separate application for other concurrent discretionary actions (e.g. zone change or variance). Please indicate Code Section.

Case No. _____

Zone Change: From _____ Zone to _____ Zone.

Variance: _____

Other: _____

Project Planning Referral Form if site is within a specific plan, ICO, CDO, DRB, etc.

2. Parcel Map. Thirty-five (35) copies of an 8½" x 11" (larger only if needed) preliminary parcel map. The Department of Building and Safety - Grading Division, 221 N. Figueroa St., 12th Floor, must stamp four copies. In hillside or seismic or liquefaction areas, four copies of a soils and geology report must accompany your application. The Parcel Map must show the following details (See attached Sample Preliminary Parcel Map):

a. **Date, Scale (1" = 40'), and North Arrow.**

b. **Existing Structures:** Show location, number of stories of existing buildings or structures (including swimming pool, driveways, parking spaces, and access) and dimensions to proposed property lines, noting if buildings or structures are to remain, to be demolished, or to be converted to condominiums. (For condominiums note number of units, parking spaces and location.)

c. **Lot Dimensions:** Show Dimensions of the boundaries and indicate net square footage and acreage of each parcel after dedications. If the property is described in metes and bounds, or a portion of a lot, describe in full.

d. **Trees:** Note the approximate location and general description of all protected trees 4" or more in cumulative diameter and other desirable trees 8" or more in cumulative diameter, including common name, size, and an indication as to their retention or destruction shall be shown on the map. Protected species are as follows: All Oak except for Scrub Oak (*Quercus dumosa*), Western Sycamore (*Platanus racemosa*), California Bay (*Umbellularia californica*), and Southern California Black Walnut (*Juglans californica*). If no protected trees exist on site, submit a letter by a tree expert (Certified Arborist with a pest control advisor license, a Licensed Landscape Architect, or a Registered Consulting Arborist) certifying that there are none (see Ordinance 177,404 for further information).

Place a note on the plans listing any protected trees (list all species) on the site or a note that there are no protected trees, if none exist on site.

e. **Zoning:** Designate Zone for the site.

f. **Parcel Designations:** Use alpha symbols for each parcel. Show vacant parcels as "VACANT", and contiguous lots as "Not a Part".

g. **Streets:** Identify closest intersecting public streets, location and width of all existing streets (public and private), alleys, driveways and easements abutting or traversing each parcel. If the map includes a private street, include a proposed street name on the application and the map.

h. **Personnel:** State the name(s), address(es) and telephone number(s) of all property owner(s), person filing the map and registered civil engineer or licensed land surveyor, if any, who prepared the map. The preliminary parcel map need not be professionally prepared if it is legible and meets all requirements noted herein. However, the final parcel map must be prepared by a registered civil engineer or licensed land surveyor.

- i. **Legal Description:** Boundaries of site must coincide with existing legal description per grant deed or other appropriate document. The legal description and map must be verified by the Department of City Planning Staff.
- j. **Address:** Identify the site address.
- k. **Existing Contours:** Existing contours of the land at intervals of not more than 5 feet.
- l. **Hazardous Conditions:** Note on the Parcel Map if any hazardous conditions exist (according to the ZIMAS Parcel Profile Report which can be found online at <http://zimas.lacity.org/>). If no hazardous conditions exist on the site, then place a note on the plans that no hazardous conditions exist.

- 3. **Radius Maps** – One 500-foot original 17" x 22" radius map (vellum or bond), plus 8 copies, plus one 8½" x 11" copy. If filing concurrent discretionary action cases, only one additional 17" x 22" radius map and 8½" x 11" copy per case is needed. Refer to the *Radius Maps Requirements and Guidelines* handout ([CP-7826](#)) for detailed information about technical requirements.
- 4. **Mailing List:** Provide property owners and occupants list within a 500-foot radius (including all residential, commercial, and industrial occupants), a certification statement, and a copy of the mailing vendor receipt. If 180 days elapse before the hearing date, the mailing list and map must be updated.

Submit self-adhesive gummed labels of the lists and a statement certifying the labels to **BTC, Inc.**, the City's mailing vendor at:

14540 Sylvan Street, Suite A
Van Nuys, CA 91411
(818) 779-8866

or

201 North Los Angeles Street, #13A
Los Angeles, CA 90012
FAX (213) 617-9643

BTC Invoice No.: _____

- 5. **Deeds And Land Records Information** – Obtain deeds, lot cut print-outs and Land Records Map from 201 North Figueroa Street, Room 1130. If a deed describes the subject site in metes and bounds, obtain the deeds, print-outs and maps for adjacent properties.
- 6. **Building Permits** – One (1) set of all permits and certificates of occupancy for all existing structures. Copies available at 201 North Figueroa Street, 1st Floor (Downtown) or at 6262 Van Nuys Blvd., 2nd Floor, Room 251 (Van Nuys).
- 7. **Copy of all "Q" conditions** (if applicable). Can also be found online at <http://zimas.lacity.org/>
- 8. **Copy of ZIMAS Parcel Profile Report with the ZIMAS/District Map** which can be found online at <http://zimas.lacity.org/>. You may also obtain a **DISTRICT MAP** from the Planning Department Public Counter, 201 North Figueroa Street, 4th Floor.
- 9. **Photographs** – Provide color photographs taken (within the last 90 days) of the entire project site showing existing structures, trees, walls/fences, signage, streets, curb & gutters and parking areas as applicable and photos of the surrounding area to clearly represent the context of the proposed project to the neighborhood. Photographs should be printed, no more than two to a page, captioned as to the content, and keyed to number on an accompanying Index Map. An aerial photograph is also recommended.

- 10. Environmental Clearance:** Type of environmental clearance is determined at time of filing. However, an Environmental Assessment Form (EAF) is necessary if a site:
- a. has a 20% or more slope.
 - b. involves a commercial or industrial development.
 - c. requires other discretionary actions.
 - d. is within a geologically hazardous area, or special study area (e.g. seismic, historical, coastal, or archaeological area).
 - e. is residentially zoned and within 1,000 feet of a freeway, railroad, or airport.
 - f. is in an Interim Control Ordinance (ICO) area.

11. Duplicate Case Files:

- a. Duplicate File for the Certified Neighborhood Councils.** A duplicate copy of a case file is required by the department in order to accept all applications. Each copy needs to be in its own separate envelope. The envelope needs to be addressed to the Certified Neighborhood Council (CNC) for the area in which the project is located, postage affixed, and using the City Planning DSC counter address as the return address. CNC names and addresses can be obtained from ZIMAS. Projects in an area served by more than one Certified Neighborhood Council must provide a file for each CNC.
- b. Duplicate Files for Council Districts 5, 11, & 14.** Two duplicate copies of the case file is required by the department in order to accept applications in Council Districts 5, 11, and 14. Both copies needs to be in its own separate envelope. No postage is required.

The duplicate file must include the following:

- Master Land Use Application
- Vicinity Map
- Radius Map
- Parcel Map
- Set of Plans (If Applicable)
- Photos of the site and surrounding properties.
- Findings/Written Documentation (If Applicable)
- Environmental Assessment Form or Determination (if applicable, environmental exemptions need not be provided; EIRs may be submitted on a CD).

If the files are for any other districts (other than Council Districts 5, 11, & 14), **DO NOT SUBMIT ADDITIONAL COPIES.**

- 12. Review, Submittal, and Payment of Fees:** Before filing, review materials for completeness. Then file the application at the Metro Development Services Center at 201 North Figueroa Street, 4th Floor or at Valley Development Services Center located in the Marvin Braude Constituent Services Center, 6262 Van Nuys Boulevard, Suite 251. Obtain a Parcel Map Case No. and a receipt for fees owed. You will be directed to pay the fees to a cashier and return with copies of receipts.
- 13. Filing Fee.** Fees must be paid at the time of filing the application per Article 9 of the LAMC. A Fee Estimator tool can be found on City Planning's website, you may also visit the DSC prior to your case filing to verify fees. Fees must also be paid to Bureau of Engineering and Building and Safety Grading Division (if applicable) for map review. Approved parcel maps are usually conditioned for public improvements which cost extra.

- 14. **On-Site Posting of Public Hearing Notices:** Go to the main Planning Counter to obtain blank posting signs, and a certificate of posting (see instructions on posting attached). **Post the sign on-site 10 days before the scheduled public hearing. Before the hearing date, return a Certificate of Posting and photographs showing on-site posting, to the Department of City Planning Staff assigned (at either 200 North Spring Street, 6th or 7th Floor or 6262 Van Nuys Boulevard 3rd or 4th Floor).** You may also have BTC, Inc., the City's mailing vendor, post the notice on the site for an additional fee.

RELATED INFORMATION

CONDOMINIUM CONVERSIONS:

- CERTIFIED PARKING PLAN: **four copies** (to scale shows existing and new parking spaces, columns and driveway and aisle widths). Please identify parking type: tandem, covered, subterranean, compact, standard.
- Certificate of occupancy: **one copy** (issued by Building and Safety Department)
- Tenant Mailing List: **four sets** (two on gummed labels)
- Building (typical floor plans) and site plans: one set (shows building features - number of units, habitable rooms per unit, trash storage and common areas)
- Tenant questionnaire: (name; age; address each tenant; number of minor children in each unit; total number of project occupants and number of Qualified Tenants and Eligible Tenants; rent schedule 18-month preceding) must be for entire 18-month period, not just a current rent schedule (CP-6345), and a relocation assistance plan (residential only)
- Sales information in accordance with Section 12.95.2(D)(3) of the LAMC: (anticipated range of sales; anticipated terms to tenants; whether sales will be permitted to families with minor children). Attach separate sheet, if necessary.
- Certified statement from each tenant that they have received a written notification of the intention to convert at least 60 days prior to filing the tentative map in accordance with Section 66452.18 of the State Subdivision Map Act.
- Certified statement that all rental applicants during and after 60-day period prior to filing will be given notice of the pending application in accordance with Section 66452.17 of the Subdivision Map Act.
- Certified statement that all rental applicants during and after 60-day period prior to filing will be given a written copy of relocation assistance provisions of Sections 47.06 and 47.07 of LAMC.
- A list of all pending and approved condominium conversion applications within vicinity of 1½ mile radius. The list must be consistent with the radius map at the time of submittal.
- Current list of vacant and available comparable rental units within 1½ mile radius of building being converted.

NEW CONDOMINIUMS:

- Submit a set of complete plans with application.

HILLSIDE AREAS:

- Show existing contours on the preliminary parcel map at intervals of not more than 5 feet.
- Submit four copies of soils and geologic report to the Department of Building and Safety, Grading.
- State the average slope density if slope is greater than 15%.
- Check the Community Plan for slope density restrictions.

SMALL LOT SUBDIVISIONS ON THE PARCEL MAP

NOTE: A pre-screening meeting is required for all non-Expedite small lot subdivision projects.

- 1. The Parcel must be filed as a “Parcel Map for Small Lot Subdivision Purposes”, and accompanied by:
 - a) Illustrative site plan
 - b) Buildings elevation(s) and other illustrative information.
 - c) A Site Plan Layout shall be superimposed over the proposed lot lines.
- 2. Each Parcel map shall include in the Notes Section of the map: “Note: Small Lot Single Family Subdivision in the _____ Zone, pursuant to Ordinance No. 176,354.”
- 3. A Site Plan superimposed on the proposed Small Lot Parcel or preliminary map shall denote the following items:
 - a) Any easement(s) outside of the building envelopes for vehicular and pedestrian ingress/egress; emergency access, utilities and infrastructure purposes. These easements must be identified as either public easements (for public utility purposes, for example); or private reciprocal easements (crossing lot lines for vehicular and pedestrian access and/or cross lot surface drainage, common landscape areas, for example).
 - b) Building footprint(s).
 - c) Identify front, side and rear lot lines for each lot.
 - d) Identify setbacks – from adjoining properties; from front, rear and side yards within the proposed Small Lot subdivision. A matrix may also be used to identify setbacks, but should be placed on the Site Plan for ease of analysis. A setback of 3 feet is allowed within the Venice Coastal Specific Plan Ord. No. 172,897 from adjoining properties on the side yard.

Example Matrix:

LOT	FRONT	REAR	NORTH SIDE	SOUTH SIDE
1	X'-XX"	X'-XX"	X'-XX"	X'-XX"
2	X'-XX"	X'-XX"	X'-XX"	X'-XX"

- e) Identify Driveway Easement(s), location and width. Label “COMMON ACCESS” for clarity.

- f) Identify vehicular back up space consistent with the requirements of the Zoning Code and the Department of Building and Safety.
- g) Identify trash collection areas.
- h) All public and private easements will be shown on the Final Map.
- i) The Final Map must be labeled: "Final Parcel Map for Small Lot Subdivision Purposes"
- j) Accessory structures shall be shown on the tentative and Final Map and shall not be located in the required setback area.

HORSEKEEPING AREAS: Community Plan areas which provide for horsekeeping, through a plan designation, by zoning, and/or by an established "K" horsekeeping district (Brentwood—Pacific Palisades, Chatsworth—Porter Ranch, Granada Hills—Knollwood, Reseda—West Van Nuys, Sunland—Tujunga—Lake View Terrace—Shadow Hills—East La Tuna Canyon, Sun Valley—La Tuna Canyon, Sylmar, Encino—Tarzana, Canoga Park—Winnetka—Woodland Hills—West Hills), require the map to show:

PLOT PLAN SHOWING:

- a. 11,000 sq. ft. minimum graded pad areas.
- b. 2,000 sq. ft. minimum designated horsekeeping area within pad area.
- c. 12' x 24' minimum corral area within designated horsekeeping area.
- d. 12' x 12' minimum storage area within designated horsekeeping area.
- e. Distances from horsekeeping areas and structures to nearest habitable rooms on the site, and to adjoining off-site dwellings, and other horsekeeping areas and structures.
- f. 10' wide vehicular access path on same side of lot as driveway from horsekeeping area to street.
- g. Horse trails if required by the plan, and their connections to the proposed subdivision site.
- h. 17,500 sq. ft. minimum lot size required by Zoning Code. 20,000 sq. ft. minimum lot size may be required due to topography, community plan policy, or other factors.

- GRADING PLAN SHOWING:** Pad areas, trails and access paths, and drainage pattern from horsekeeping area.

COASTAL DEVELOPMENT PERMIT:

- Obtain applications at Planning Counter. All coastal projects are subject to review for low- and moderate-income housing (Mello Act). Indicate if the site is in a single or dual jurisdiction.

Reviewed and accepted for filing by _____ Date _____

Notes: Per LAMC Section 17.54, all Parcel Map applications have **only one level of appeal**. Mello Act compliance review is obtained from the Housing and Community Investment Department of Los Angeles, who can be reached at (213) 808-8448 for instructions.

PROJECT PLANNING REFERRAL FORM

- A completed Project Planning Referral Form (CP-7812) that has been signed by the appropriate Project Planning staff, if the project is located in a Specific Plan Area, a Historic Preservation Overlay Zone (HPOZ), an area covered by a Design Review Board (DRB), a Community Design Overlay District (CDO), or a Pedestrian Oriented District (POD).

ZIMAS can be used to determine if a project exists within one of these areas, which can be found online at <http://zimas.lacity.org/>.

Planning Staff Use Only

<i>Base Fee</i>	<i>Reviewed and Accepted by</i>	<i>Date</i>
<i>Receipt No.</i>	<i>Deemed Complete By</i>	<i>Date</i>

Preliminary Parcel Map LA No.

Site Address: 7916 W. Robin Hood St., Sunland

Proposed Project: Parcel Map from Lot to two single family parcels.



SCALE: .25" = 10'
DATE: 3.01.2015

- Indicates the border of the land being subdivided

Legal description:

Being a subdivision of PT of Lot 28, ARB 24 of Montevista Tract per map recorded in book 6 page 324 / 325 inclusive of maps, in the office of county recorder of said county.

General note:

- Site is level
- There is no easment on the subject property except as shown.
- There is no hazard or hazardous material on the property.
- No oak trees, Western Sycamore, California Bay or Southern California Black walnut on property.
- Surface & contributory drain to be conveyed to the street.
- Sewer disposal by underground sewer system.
- 1 - There is existing one story (S.F.D.) with attached garage and 1,500 sq. ft of floor area and is subject to remain on parcel "A"



Indicates combination of fruit trees and all will be removed.

Zoning

Existing zone: R1-1-RFA

Area:

Total area: 10,344.4 sq-ft (0.24 acre)

Parcel "A": 5,143.60 sq-ft (0.12 acre)

Parcel "B": 5,164.64 sq-ft (0.12 acre)

Owner / subdivider

Little John
79300 Locksley.
Sunland Ca 91040
898.123.4321

Land use consultant

Michael Madeup
234 N. Hills Road
Los Angeles, Ca 91234
email: micahelhereugo@gmail.com
878.323.4321

