

# **RADIUS MAPS**

## **REQUIREMENTS & GUIDELINES**

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**City of Los Angeles  
Department of City Planning**

**SYSTEMS & GIS SECTION  
REVISION DATE: SEPTEMBER 15, 2016**

# PREFACE

A radius map is a special map that serves to furnish the City of Los Angeles Department of City Planning staff with the necessary information to fairly and properly review your entitlement request. This booklet has been assembled as a guide to preparing an acceptable radius map for submittal along with your application and other case file forms, documents, exhibits and materials.

The staff relies on the radius map to aid in notifying surrounding property owners and others of a scheduled public hearing regarding your request; as well as to serve as a source of land use and other pertinent data. Copies of this map are, in many cases, displayed around the subject site as part of a general notice of the request and of the impending public hearing. In addition to the map being displayed on the site, individual hearing notices are also sent to all property owners and occupants within the radius boundary shown on the map. Here too, a copy of the map is used as part of the enclosure.

Radius maps can vary somewhat depending on the nature of the request, so careful attention to the instructions given in this booklet, outlined on the application forms, and obtained from Department of City Planning staff is critical to preparing and submitting an appropriate map for your entitlement request.

To prepare your radius map (and other special maps) you will need information from several sources. The first part of this booklet will identify those sources of information and describe them. In some cases, alternative sources are noted. The following is a list of those sources:

1. Los Angeles Department of Public Works, Bureau of Engineering
2. Los Angeles Department of Public Works, Bureau of Engineering, Land Records Division
3. Los Angeles Department of City Planning
4. Land use field survey

Although the procedures in this booklet may be new and unfamiliar, please remember that Department of City Planning's staff is always available to help.

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# SECTION I

## GENERAL RADIUS MAP REQUIREMENTS

### RADIUS MAP BASE

#### 1. Map Hardcopy

Hardcopy map plots for use in preparing your radius map should typically be obtained from the Department of City Planning, Systems and GIS Division located here:

**Systems and GIS Division  
ZIMAS Support Group  
200 N. Spring Street, Room 825  
Los Angeles, CA 90012**

**(Note: Telephone contact information may be obtained from Planning Development Services staff at (213) 482-7077 or (818) 374-5050 or at the Planning Contacts/Assignment List from the Department of City Planning's website: <http://planning.lacity.org>)**

#### 2. Map Download

For professionals, a base map for this purpose may be obtained in an AutoCAD-ready form (other software formats are supported as well) from the Department of Public Works, Bureau of Engineering's website here:

**<http://navigatela.lacity.org/common/mapgallery/index.htm>**

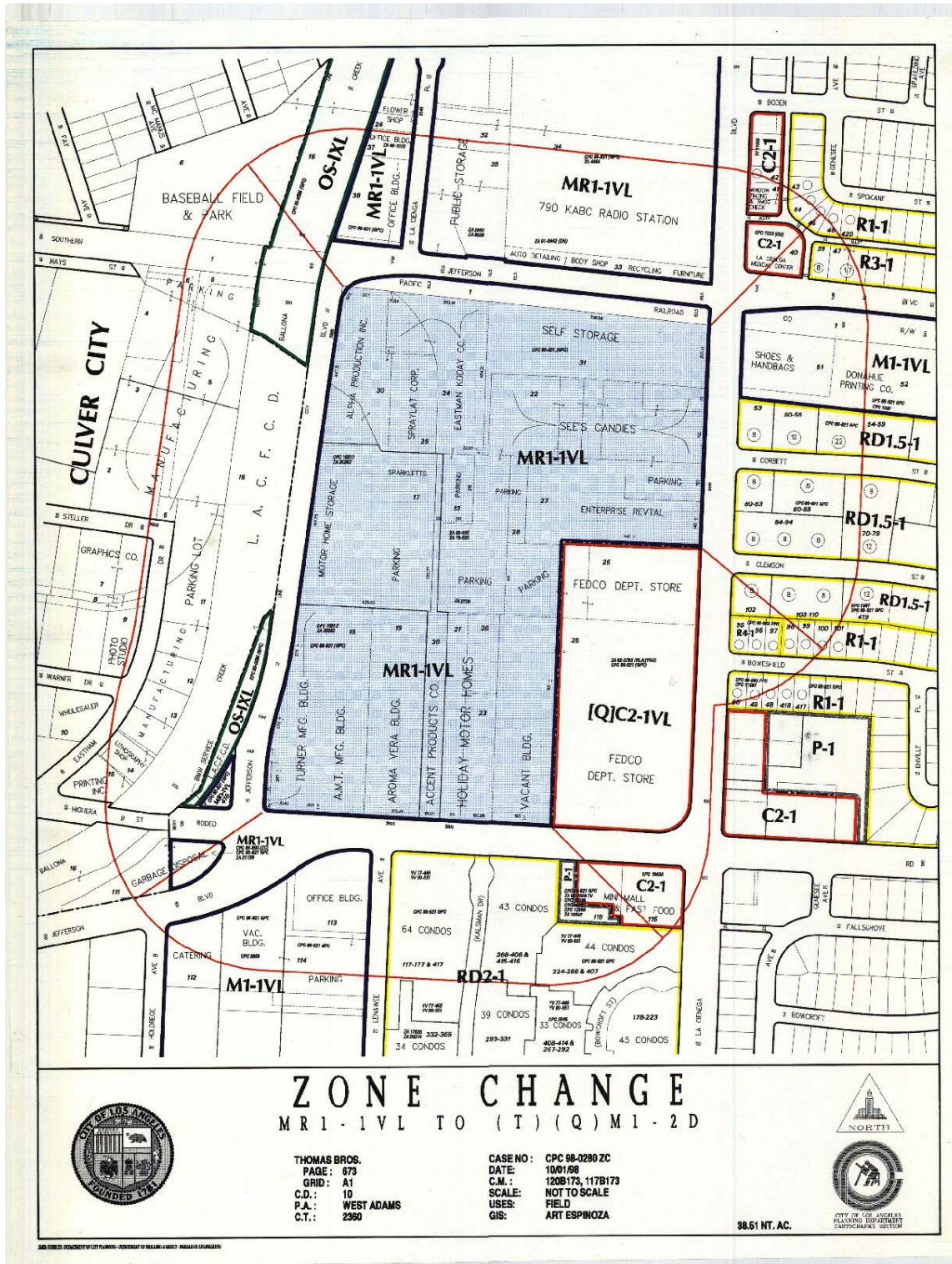
Select the *Cadastral Maps in DXF format for Download* option after determining what its number is from the Landbase index provided here:

**[http://navigatela.lacity.org/common/mapgallery/landbase\\_bw.cfm](http://navigatela.lacity.org/common/mapgallery/landbase_bw.cfm)**

Note: Please review and accept the Disclaimer and Database License Agreement before proceeding. You may view it here at this link if it doesn't appear automatically:

**[http://navigatela.lacity.org/common/mapgallery/cadastral\\_dxf\\_disclaimer.html](http://navigatela.lacity.org/common/mapgallery/cadastral_dxf_disclaimer.html)**

# SAMPLE RADIUS MAP



## **GENERAL RADIUS MAP FORMAT**

### **1. Size**

The most common and versatile sheet size is 18" x 24". The minimum map size is 8 ½ x 11 inches. The maximum map width is 36 inches, there is no maximum length. Plotted maps are typically provided at the standard scale of 1" = 100'. Your radius map must also be prepared at this same scale. In rare instances, maps may be prepared at 1" = 200' scale. Map plots obtained from the Systems and GIS Division can be adjusted to these different scales upon request.

### **2. Paper**

While vellum paper has been the standard for radius maps for many years, modern graphic reproduction methods have made it virtually obsolete. It still remains an excellent choice for manually drawn maps owing to its utility, but a quality bond paper may be used in its place if the maps are to be computer-printed or plotted. Copies of the original may also be made using bond paper. Blue line copies, also the standard for many years like the vellum originals, may still be used but are no longer required.

### **3. Area to be Mapped**

- a. The subject property and each parcel of land lying (partially or entirely) within a 500-foot radius shall be shown. Depending on the minimum number of ownerships or land use required a smaller or larger radius map may be required, but never more than 1,000 feet. See specific application requirements available at the Planning Development Services Counters or under the Forms & Processes section at [www.planning.lacity.org](http://www.planning.lacity.org).
- b. All streets, alleys, other rights-of-way and freeways must be clearly indicated so that the location of the property under consideration can be readily identified. This is to include private streets, future streets and future alleys.
- c. A map is to include all lot lines, tract, deed, zone lines, and those building setback lines established by City Ordinance
- d. No more than 300 feet of lot depth beyond the radius needs to be shown for all oversize lots in general. Lots larger than two acres (approximately 300' x 300') do not need be shown in their entirety if they lie mostly outside the radius with only a corner part being touched by it, regardless of lot depth.

**NOTE:** All map lines should be oriented with North at the top of the media. Most downloaded materials from City of Los Angeles databases should already be aligned by default. County Assessor maps however, are not oriented North by default.

### **4. Line Work and Text**

All radius map text and line work are to be shown in permanent black drawing ink (or print toner), except for the radius line and radial lines (fingers) which are to be shown in orange ink. A radius map can be manually drawn by tracing the plotted map provided by the Department of City Planning, Systems and GIS Division onto a sheet of vellum paper. A simplified map showing only street and property lines can be requested specifically for this purpose.

Sometimes, maps are created by capturing or scanning the same plotted map into a database where it can then be manipulated and edited in a CAD or similar software environment. But most often the line work is directly downloaded from an online source without any need for a plotted map. This is the method typically used by professionals. The end result should nonetheless be visually comparable to traditional hand drawn maps regardless of the method used.

By simply keeping true to these instructions and being consistent, a satisfactory level of uniformity and standardization will be met. This is key.

**NOTE:** Ownership deed line and lot cut line information can be found on cadastral maps at the Los Angeles Department of Public Works, Bureau of Engineering, Land Records Division, the Bureau of Engineering's GIS maps, and under a somewhat different format from the Los Angeles County Assessor's maps. As a rule, you should always obtain maps from these other sources since the hardcopy map plots obtained from Planning do not always show these deed cut lines.

## 5. Radius Lines

The radius line must be shown in orange ink and, in most cases, extend a minimum of 500 feet from all points along the extreme boundaries of the subject property. Radial fingers must be shown extending from all positive or outer-corner points to the center points of each radial arc. See sample maps for visual clarification of this important detail.









## 6. Radius Line Expansion

When necessary the expansion of the radius line may be done in increments of 50 feet (maximum 700 feet) in order to achieve the required number of ownerships and occupants (see item number 33 below). Among the exceptions to the 500 foot ownership notification radius are Coastal Development Permits and Site Plan Review Maps which have a 100 foot radius for owner/notification and an invisible 300 foot radius for land use and South Central Alcoholic Beverage Maps which have an implicit or invisible 600 foot land use radius.

## 7. Applicant Owned Property

If the applicant-owned property consists of more than one contiguous lot, then all the lots must be included and considered to be the subject property **even if the request involves only a portion thereof**. In some instances, even non-contiguous, off-site properties are included if their uses are deemed related. The radius lines are then drawn from the extremes of those lots as well. Exceptions include, but are not limited to, those requests that are boundary specific in nature such as in a zone change, zone boundary adjustment, tract, or parcel map application. Consult with Planning Development Services counter staff, as always, for clarification in your circumstance or case.

**8. Line Weights and Formats**

If drawn by hand: (Drafting pen)	
	- Street, Alley, and Walk Lines
	- Freeways
	- City Boundary Line
	- Lot Lines
	- Tract Lines
	- Ownership Deed Line
	- Zone Boundary
	- Building Setback Lines

If drawn by computer: Use comparable line symbols/fonts.

**NOTE:** If the map is drawn at a 200-foot scale, reduce all line weights appropriately.

**9. Property Dimensions**

Dimension the subject property, including all widths and depths from the map or plot or equivalent source. For many types of maps, the dimensions of nearby lots on the same block are also required. Check for special map requirements on the application form or with City Planning staff before proceeding.

**10. Dimensions of Public or Private Rights-of-Way**

Dimension all street, alley, and walkway width. Where the width varies and is so indicated on the official City maps, use the abbreviation "VAR". Entries should be written at right angles to the right-of-way line (just as they are on the base maps).

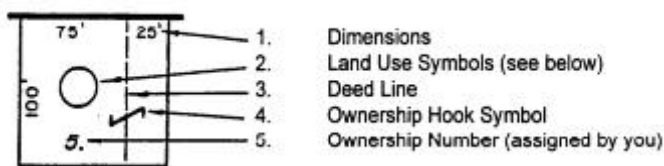
**11. Proximity to Nearest Intersection**

Show the distance from the subject property to the nearest intersection. This dimension line should be placed in the street on the same side as the subject property and begin from that corner of the property nearest the intersection. If the subject site is or includes a corner lot, then no dimension needs to be shown.

**12. Street Names**

Clearly designate names of all streets, alleys, rights-of-way and freeways. Avoid having any street name written across an intersection to maintain a clean and professional appearance.

**13. Placement of Information on Map: (also refer to sample radius map)**





#### 14. Zones

Zoning map images for obtaining zoning and planning data (by specific parcel) are provided on-line. The ZIMAS (Zoning Information and Map Access System) is the most reliable and useful resource for this purpose and is at the following Internet address:

<http://zimas.lacity.org/>

Existing zones must be clearly indicated on your radius map. When the zone boundary line does not follow a lot or tract line, the zone boundary shall be indicated by a black line drawn in the format shown in item 8 above, i.e. one short line or dash followed by a dot followed by a short line or dash. Zone boundary colors must be applied to the front side of the map and defined by an appropriate thin band on the inside of the zone boundary using the appropriate color from the Zoning Color Chart (see Appendix I). Where a "T" tentative zone classification falls within the area being mapped, the tentative zone is to be indicated along with the original underlying zone.

#### 15. Special Instructions for Zone Change Radius Maps

Both the existing and proposed zones shall be indicated in black ink on the property to be considered. For example: "R1-1 to R3-1". This can be done in two ways.

- a. Indicate within the subject property.
- b. Indicate as a legend above the title block area using the same shading or hatching within the legend element as the Subject Property.

Example:  **R1-1 to R3-1**

**NOTE:** Hand drawn maps may be shaded on the back of map if using vellum paper.

#### 16. Special Instructions for General Plan Amendment/Zone Change Radius Maps

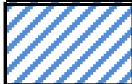
As with zone change radius maps, both the existing and proposed Community Plan designations shall be indicated in black ink on the property to be considered, in addition to the proposed zones. For example "R1-1 to R3-1 and Low density residential to Medium density residential." This can be done in two ways.

- a. Indicate within the subject property.
- b. Indicate as a legend above the title block area using the same shading or hatching within the legend element as the Subject Property.

Example:  **R1-1 to R3-1 and Low density residential to Medium density residential**

**IMPORTANT NOTE:** Consult with Planning staff prior to submitting your map to ascertain if (in order to avoid spot planning), "Add Areas" will be recommended for consideration of the proposed plan amendment. If so, use a different pattern of shading or hatching for the Add Area than used for the subject property. For example:

Example:  **R1-1 to R3-1 and Low density residential to Medium density residential**

 **Add Area** from Low density residential to Medium density residential only.

### 17. Building Lines (Setbacks) Established by Ordinance

Building setback lines should be shown with the depth of setback. If a building line crosses the subject property, the ordinance number must also be shown.

### 18. Case Numbers

Zoning Maps on file with the Department of City Planning (DCP) systems and GIS Division show most DCP case numbers. These case numbers must be placed on the radius map in the approximate location shown on the ZIMAS map, or stacked within the respective lot. The following are case number examples; both formats are to be shown on the radius map.

#### Older Formats

CPC 1234      ZAI 023NC  
ZA 78-2556    CDP 81-510  
CUB 78-2332    ZAI 3663  
CUX 82-6900    ZV 82-169

#### Recent Formats

YV 77-2332      ZA-2002-438-CU  
AA-2000-12345-AIC  
AA-20000-12345-PS

However, since cases filed after April 2001 are not indicated on the Zoning Map, you must also obtain a copy of the ZIMAS report showing all the department case numbers within 500 feet of the subject site and match them to their respective lots in order to include them on your map. (Remember, staff is available to help with any questions you may have and to keep you apprised of any updates on these requirements.)

### 19. Case Numbers in Large Commercial Complexes

If the radius line passes through a corner of a large commercial shopping complex, then all case numbers indicated within the complex will still need to be shown. It is not necessary to show the entire complex on your map however. Therefore some or most cases can simply be listed within the portion that appears on the map. The same may apply to other large properties at the discretion of Planning staff.

### 20. Airport Hazard Area


The Airport Hazard Areas are to be indicated on the radius map in the same way they are indicated in ZIMAS. First, check the "Additional" tab in ZIMAS to determine if the property is in an airport hazard area; then if it is choose "Manage Layers on the Map" on the ZIMAS toolbar and make sure "Citywide Lines" is applied (checked). If drawn by hand, use a wide tip purple marker for the line and fine tip purple marker for the height limitation information. If drawn by computer, use a comparable purple to denote the line and height limitation information.

## 21. Land Use Data and Symbols

All land uses must be shown in black ink on the properties within the 500-foot radius. Where the size of the lot permits, the land use symbol should be in the approximate location of the use of the lot. If an area enclosed by a deed line is 20 feet or more in width, land use must be indicated. Land use data must be accurate, complete, and in accordance with a field survey arranged by the applicant or taken from a recently filed City Plan Case less than six months old.

For residential uses, use these following symbols:

 -- Single-family dwelling

 -- Duplex

 -- 8 apartment units on one site.

**80 Condos** (without circle) -- Number of condominium units on one site.

For commercial, industrial and institutional land uses simply write in the use, such as **BANK, PARKING LOT, RESTAURANT, SCHOOL, VACANT** etc.

## 22. Mapping Areas Outside City Boundaries

For areas outside of the City of Los Angeles, do not indicate any zoning or use zone colors. Land use and ownership numbers are still required however.

## 23. Addresses

Indicate the house numbers at each end of the block on all streets and on long blocks, show one address in the middle of the block as well. The number is to be shown in the street in front of the associated lot.


## 24. Lot Numbers


The lot number (or letter) of a lot or parcel is not to be shown anywhere on a radius map except on the subject or applicant owner property. Use a different font when indicating the lot number(s) on the subject property to distinguish it from the property's ownership number.


## 25. Alcohol Case Land Use Data/Symbols

Besides the required land uses, the following is to indicated for Alcoholic Beverage Maps. A legend for these symbols (like the one shown below) should be included at the lower end of the map near the title block.

Land Use Data and Symbols:

 **On-site** consumption of **full line** alcoholic beverages

 **On-site** consumption of **beer and/or wine** only.

 **Off-site** consumption of **full line** alcoholic beverage

 **Off-site** consumption of **beer and/or wine** only.

## 26. Shading of Subject Property and Freeways

The subject property area may be shaded blue (see Appendix I, Zoning Color Table) or cross-hatched on the back of the radius map, if using vellum paper. Exceptions are Zone Boundary Specific maps where only the areas affected are shaded. Large areas must be indicated with cross-hatching. Freeway lanes, and only the area defined by the lanes or pavement are to be similarly treated but given a solid shade of brown. Do not shade the entire freeway right-of-way and do not use cross-hatching. Maps printed on plotters (outside of AutoCAD) may use half-tone colors or hatching to create a similar appearance.

## 27. Ownership Numbers

Each individual owner, whether they own one lot or a number of lots, will have one individually assigned number. Where lots or parcels adjoin each other and share a common ownership, they are to be joined by a hook line and be assigned only one ownership number. Each owner of a condominium will likewise have a separate number. Any unsold units should all be assigned the same number and the site developer notified. (See Section II, Procedures for Preparation of Property Owners/Occupants List for All Maps.)

## 28. Legal Description

Near the bottom of the radius map, the legal description of the subject property shall be indicated.

Example: "Legal Description: Lots 5, 6, and 7, Tract No. 1234"

However, if the description is lengthy (more than 3 lines), it is permissible to indicate it following this example: "Legal Description: Lots 5, 6, and a portion of lot 7, Tract No. 1234. For a complete description, see application."

**IMPORTANT NOTE:** The legal description on the radius map, supplied on the plot plan, and given in full on the application form, must match the subject property on the radius map and be consistent with any and all other maps and exhibits in your case file.

## 29 Title Block

Indicate the title of the radius map in **BOLD LETTERS** near the bottom of the map. This would be at the topmost part of the title block. The Title Block should also contain the following entries:

- |                          |   |
|--------------------------|---|
| a. Case Number:          | Staff will assign and stamp the number on the map upon submittal                                  |
| b. Date:                 | Date that the ownership list was obtained   |
| c. Scale:                | Either 1 inch = 100 feet, 1 inch=200 feet, or 1 inch = 50 feet                                    |
| d. Prepared by           | Name of person preparing map  |
| e. Map Sheet             | Cadastral or District map, see ZIMAS site information under the Address/ Legal tab                |
| f. Land Use:             | Method land use obtained, either Field or City Plan Case. If City Plan Case, provide case number. |
| g. Contact:              | Primary contact for project information, name and phone number                                    |
| h. Thomas Brothers Guide | See ZIMAS under the Address/Legal tab for page number and grid                                    |
| i. Council District      | See ZIMAS under the Jurisdictional Tab  |
| j. Community Plan        | See ZIMAS under the Jurisdictional Tab  |

- k. Census Tract
- l. Net area of property

See ZIMAS under the Jurisdictional Tab  
In square feet (from which the acreage can be calculated by dividing by  
43,560 sq. ft / acre

### 30. North Arrow Placement

A North Arrow shall be placed just above the right end of the title block and perpendicular to it (pointing up). All map features and elements should be adjusted and aligned according to the North Arrow. In some cases, this may result in the street patterns drawn at skewed angles.

### 31. Date on Map

**The Department of City Planning will not accept any applications, maps, or ownership/occupant lists which bear a date of more than 180 days past the date of public notification. All maps with a date of more than 180 days of the date of public notification must be checked and the ownership list reconfirmed. After this is done, strike a line through the old date and, immediately to the right, indicate the new date.**

### 32. Ownership Deed Line or Lot Cut Line

Reminder: Any ownership deed lines (lot cut lines) must be denoted by a series of black dash lines as previously shown in item 8 (Line Weights & Formats) above. These deed lines are available at the Bureau of Engineering's Land Records Division on their City Cadastral Maps or on the Bureau of Engineering's NavigateLA website here:

<http://navigate-la.lacity.org/common/mapgallery/index.htm>

### 33. Ownership/Occupant Numbers

In addition to the general radius map requirements given above, the following also applies to all radius maps except when only an abutting owners list is need or for radius maps with less than a 500 foot radius (such as coastal development permits or project permit compliance review). All ownerships/ occupants which fall within the 500-foot radius shall be indicated. This is required for notification purposes:

- a) At least 20 different ownerships plus the subject property.
- b) At least 50 different notifications which includes the above ownerships plus the occupants.

For example, if there are 21 ownerships and 29 occupants within the 500-foot radius, then you have exactly met the minimum number required.

### 34. Extending the Radius

If the 500-foot radius does not provide the required number of ownerships/occupants, expand the radius line in increments of 50 (to a maximum of 700 feet), in order to achieve the required number of ownership/occupants. Include the following note on the radius map:

"Radius expanded to 550 feet for ownership/occupant purposes" -- (for example)

However, if after expanding the radius line to the maximum (700 feet) and you still do not have the required ownerships/occupants, then simply prepare the radius map using a 500-foot radius. **Do not** put ownership

numbers on the radius map. Instead, prepare an Ownership/Occupant Map (see item 36 below) to accompany the filing. Add the following note on the radius map:

“For ownerships/occupants see Ownership/Occupant Map”

### **35. Prints of Radius Map**

Seven copies on bond paper, plus the original map are required in most instances at filing. For exceptions, please refer to the instructions given on your application form or consult with counter staff.

### **36. Ownership/Occupant Map**

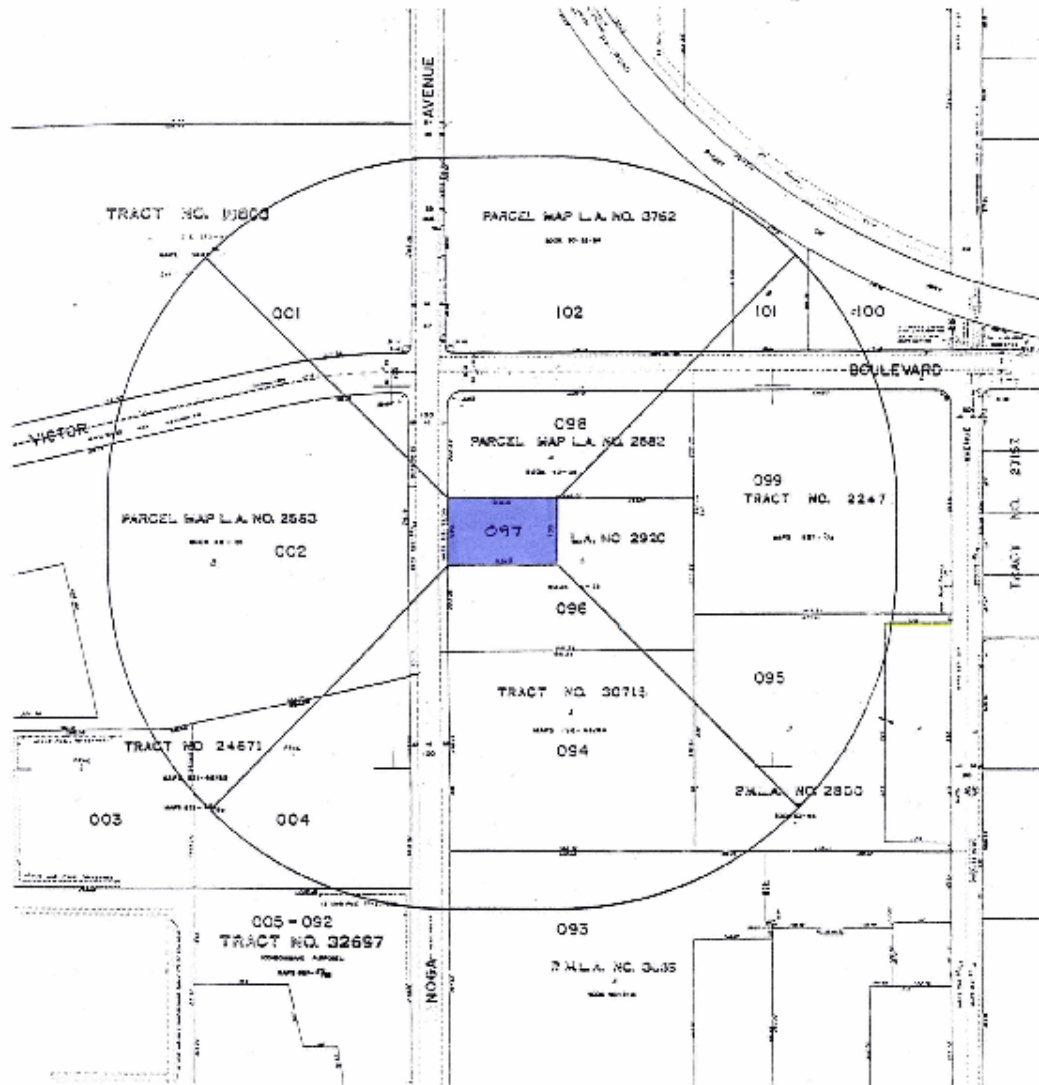
This map is made by obtaining a photo copy of the Bureau of Engineering’s Land Records Division’s Cadastral Maps or by downloading the digital CAD-ready version from the Bureau of Engineering’s NavigateLA website just as before. The intent of this map is to indicate where the required ownerships/occupants are in relation to the subject site. Expand the radius in increments of 50 feet to at least meet the minimum requirements. All ownerships within the revised and expanded radius shall be included however. The subject site will be shown using grey cross-hatching or solidly shaded with a blue or cyan suitable for business presentation.

Indicate the following on the map, using black ink for all.

- a) Radius line and radial lines (fingers)
- b) Ownership numbers – all ownership within radius
- c) Title – “Ownership Occupant Map”
- d) Case number for identification
- e) North arrow
- f) Scale
- g) Indicate the distance that the radius was expanded by a note

*See map sample (next page)*

# Sample Ownership Map



OWNERSHIP MAP

CASE NO.  
NOTE: RADIUS EXPANDED TO 900'



## SECTION II

### PROCEDURES FOR PREPARATION OF PROPERTY OWNERS AND OCCUPANTS LISTS FOR ALL MAPS

The procedures for preparing the property owners and occupants' lists are as follows:

#### **OBTAINING OWNERSHIP NAMES**

The names can be obtained from the City Engineer, Land Records Division (formerly the City Clerk, Land Records). At the Land Records Counter a form must be filled out to request the desired names for the required ownership list. A turn-around time of one or two days is typical when using this City service, all for a scheduled cost. Using the County Assessor's records is also allowed, but the data is in a form that may be difficult for the novice.

#### **PREPARING THE OWNERSHIP LIST**

1. The names of all owners of property involved in the radius map or abutting ownership map must be correctly indicated in the "Property Owners List" on 8 ½ x 11 inch sheets of self-adhesive (peel and stick) labels. (1 inch by 2 3/16 inch or 1 inch by 2 5/8 inch size); oversize labels or labels which require cutting, moistening, etc. are not acceptable. See sample format below.
2. Mailing labels must be typed and an owner number, keyed to the radius map or abutting ownership key map, must be clearly displayed on each label in the upper left corner.
3. Mailing labels for the property owner, applicant and representatives must be included in each ownership list and market accordingly.
4. If an off-site sign (e.g. billboard) is located on a site for which a hearing is being noticed or action taken, a mailing label must also be included for the person(s), organization or company that has a legal interest in, owns, or leases the sign.
5. One set of original self-adhesive mailing labels of the Ownership List and two photocopies are required for every application (both those requiring radius maps and those applications requiring abutting notification only). These labels will be used to mail the hearing notice.
6. A second set of abutting ownership mailing labels, a copy of the labels, and a key map is also required for all applications (which will be used to mail the determination letters) with the exception of the following applications:
  - a. Tentative Subdivision Tract
  - b. Parcel Map
  - c. Private Street
  - d. Zone Change
  - e. General Plan Amendment



**Sample of Format for Property Owners Mailing Labels:**

<b>2</b> Joseph L. Pittario 123 S. Main Street Los Angeles, CA 90012	<b>3</b> Jane Doe 21421 Minnehaha Street Chatsworth, CA 91311	<b>4</b> Charles Kloss 21423 San Jose Street Chatsworth, CA 91311
<b>5</b> Everett Little Trust 12410 San Jose Street Chatsworth, CA 91311	<b>6</b> Perpetual S & L Associates 9720 Wilshire Boulevard, Suite 200 Los Angeles, CA 90012-3618	<b>7</b> Alfred C. Lopez 10241 Jordan Street Chatsworth, CA 91331
<b>8</b> John S. Smith 10242 Jordan Street Chatsworth, CA 91331-2156	<b>9</b> Jeffrey Harrison 10245 Jordan Street Chatsworth, CA 91311	<b>10</b> Michael Johnson 10461 Elton Street Chatsworth CA 91311
<b>1 Applicant/Owner</b> Mark K. Avery 21428 San Jose Street Chatsworth, CA 91311-1234	<b>Representative</b> Robert Westmont Westmont Planning Consultants 28130 Western Ave., Suite 9 San Pedro, CA 90732	<b>Architect</b> Nancy McCubbin 9907 Gullo Avenue Glendale, CA 91206

**NOTE: Numbers on ownership labels refer to ownership numbers on radius map**

**OBTAINING OCCUPANT LIST INFORMATION**

All residential, commercial and industrial occupants of property within the radius must also be notified of the public hearing. A mailing label shall be made for each individual occupant. The occupant list must be created in the field while surveying the subject property and surrounding area within the radius for land use. The number of units in each apartment building, commercial building, and industrial complex must be determined and an address for each unit obtained. If single-family houses are known to be rented, these addresses should be included. This can be determined by noting if the property owner address (obtained from Land Records Division) is different from the site address. No occupant numbers or information will be indicated on the radius map, but they will be reflected on the Occupant List. Refer to the "Preparing the Occupants List" section below.

**PREPARING THE OCCUPANTS LIST**

All occupants of property which falls within the radius on the radius map must be correctly indicated below or after the "Property Owners List"; or on a separate list of self-adhesive mailing labels. The new section, or the new list, shall have the heading "Occupant Mailing Labels". The occupants will be keyed to the ownership number (on sample) which appears on the radius map and shall be placed on the upper left corner of the self-adhesive mailing label. Example: If you have a four-unit apartment you must have four individual address labels. Use the same ownership number for the four labels. See sample format below.

**Sample of Format for Occupants Mailing Labels:**

<b>10</b> Occupant 901 N Kodak Drive #1 Los Angeles, CA 90026	<b>10</b> Occupant 901 N Kodak Drive #2 Los Angeles, CA 90026	<b>10</b> Occupant 901 N Kodak Drive #3 Los Angeles, CA 90026
<b>11</b> Occupant 846 N Maltman Avenue Los Angeles CA 90026	<b>12</b> Occupant 831 N Kodak Drive Los Angeles, CA 90026	<b>12</b> Occupant 831 ½ N Kodak Drive Los Angeles, CA 90026
<b>13</b> Occupant 857 N Tularosa Drive Los Angeles, CA 90026	<b>14</b> Occupant 852 N Lucile Avenue Los Angeles, CA 90026	<b>14</b> Occupant 854 N Lucile Avenue Los Angeles CA 90026
<b>14</b> Occupant 856 N Lucile Avenue Los Angeles, CA 90026	<b>14</b> Occupant 858 N Lucile Avenue Los Angeles, CA 90026	<b>15</b> Occupant 902 N Maltman Avenue Los Angeles, CA 90026

**NOTE: Use the same occupant number for all labels on the same property**

# SECTION III

## MAILING PROCEDURES

The list of persons to be notified for public hearings depends upon the type of application being filed as specified by the Los Angeles Municipal Code (LAMC), Planning and Zoning Chapter. There are two types of mailings for public hearing notices; those to Abutting Owners of the project site, and those to Property Owners and Occupants within a specific radius of the project site.

1. For all applications which may receive a public hearing there are two options for the preparation of mailing labels. The mailing of hearing notices is done by BTC (the City's mailing contractor at the time this booklet was prepared). BTC offers two tiers of service; one is the option of preparing the mailing labels from a list of names provided by the applicant in the prescribed format, and the other is of accepting labels prepared by the applicant ready for mailing. Refer to the samples of required label formats in Section II above. BTC's fees are different for each option. Whichever option is chosen, a copy of the mailing list must be submitted to BTC, and a copy of the list must be submitted with the application and maintained in the file.

### BTC Locations

#### **Downtown Los Angeles**

201 N. Los Angeles Street, Suite 13A  
Los Angeles, CA 90012  
Telephone: (213) 617-9600  
Fax: (213) 617-9643  
E-mail: [bettertc@aol.com](mailto:bettertc@aol.com)

#### **Van Nuys**

14540 Sylvan Street, Suite A  
Van Nuys, CA 91411  
Telephone: (818) 779-8866  
Fax: (818) 779-8870  
E-mail: [bettertc@aol.com](mailto:bettertc@aol.com)

2. The persons to be notified of the public hearing depends upon the type of application filed but will be either for abutting owners alone or for all property owners and occupants within a radius. Please refer to the specific instructions for each application, the LAMC, or consult with City Planning staff to determine which notification is required.
3. Many applications also require an extra set of abutting owners mailing labels to be used for the mailing of Determination Letters. This set of abutting owners labels is separate from those used to mail the hearing notice. Applications which require notification of the determination to abutting owners include Conditional Uses (and other similar processes identified in LAMC Section 12.24), Variances, Adjustments, Slight Modifications which require a hearing, and Project Permit Compliance review. Please refer to the specific instructions for each application for further clarification or consult with City Planning staff.
4. Mailing labels must be on 8 ½ x 11 inch sheets of self-adhesive (peel and stick) paper (1 inch x 2 3/16 inch or 1 inch x 2 5/8 inch size). Labels which require cutting, moistening, etc., or large, oversize labels are not acceptable. Sheets of the proper type of labels are easily available at stationery stores, or you may have the City's mailing contractor prepare the labels for you.
5. All labels must be TYPED and an ownership number must be clearly displayed on each label. If a radius map is required with your case, the mailing labels must be prepared in accordance with the instructions in Section II of this guide. (See sample format.)
6. Mailing labels for the property owner, the applicant (if different), and the representative must be included in both abutting owners and the property owners mailing lists (but not the occupant list) and marked accordingly. Mailing labels for any other party that you wish to be notified of the public hearing (e.g. architect, engineer, attorney etc.) should also be included.

**This concludes the City of Los Angeles Radius Map Requirements and Guidelines!**

As mentioned before, Department of City Planning staff is available to help with questions. We realize that these procedures may be new to you and that you may be unfamiliar with them. So please don't hesitate to ask should the need arise.

# APPENDIX I

## ZONING COLOR TABLE

ZONE	EAGLE PRISMA COLOR NO. (or matching color pencil)	AutoCAD (or equivalent color palette)
OS, OS(PV)	912 APPLE GREEN	NO. 74
A1, A2, A2(PV), RA	PC1039 NEON GREEN	NO. 71
RE9, RE11, RE15, RE20, RE40, RS, R1, RU, RZ, RW1, R2, RD6, RD5, RD4, RD3, RD2, RD1.5, RMP, RW2	916 CANARY YELLOW	NO. 02
R3, RAS3, R3(PV), R4, RAS4, R4(PV), R5	940 SAND	NO. 41
P, P(PV), PB, A1P, A2P, R3P, R4P, R5P	967 COLD GREY LIGHT	NO. 09
CR, CR(PKM), C1, C1(PV), C1.5, C2, C2(PV), C4, C4(OX), ADP, LASED	924 CRIMSON RED	NO. 242
CASP	995 MULBERRY	NO. 190
CM, CM(GM), M(PV), MR1, CCS, M1, MR2, WC, M2, LAX, M3, SL	902 ULTRA-MARINE	NO. 162
PF	905 AQUAMARINE	NO. 132
SUBJECT PROPERTY	902 ULTRA-MARINE (on back)	NO. 153
FREEWAY LANES	946 DARK BROWN	NO. 25

## **APPENDIX II**

### **PROCEDURES FOR PREPARATION OF A PENALTY OF PERJURY STATEMENT**

**The Following Statement Is To Be Typed, Signed And Attached To The List Of Ownerships And List Of Occupants (As Applicable) For All Cases: (See Next Page)**

**PENALTY OF PERJURY STATEMENT**

I hereby certify that to the best of my knowledge the attached radius map correctly depicts the required data obtained from the records of the City Engineer, City Clerk, and/or the Los Angeles Department of City Planning and, where appropriate, the State Division of Highways.

I further hereby certify that to the best of my knowledge, and under the penalty of perjury, the attached ownership list correctly shows the latest names and addresses on the City Engineer's land records as of the following date of preparation: \_\_\_\_\_. In certain circumstances, such as in annexation proceedings, where there may be no City Engineer records, the records of the County Assessor's Office may be accepted by the City Planning Commission.

The attached Ownership List is an:  Original Mailing List or  Updated Mailing List

\_\_\_\_\_  
(Print or type)

\_\_\_\_\_  
(Signature)

I hereby certify that to the best of my knowledge and under the penalty of perjury, the attached occupants list correctly indicates addresses of the required occupants that fall within the radius as of the following date of preparation: \_\_\_\_\_.

The attached Ownership List is an:  Original Mailing List or  Updated Mailing List

\_\_\_\_\_  
(Print or type)

\_\_\_\_\_  
(Signature)

In certain instances I may have been unable to verify all occupants, therefore the following indicates which occupants I was not able to identify. I understand that the Department of City Planning will determine if reasonable attempts were made to secure these addresses from the information provided below.

Ownership #	Reason unable to verify *	Attempts made to verify **	Additional Information

- \* (1) Secured Building
- (2) Gated Yard
- (3) Refused Access
- (4) Other: Specify

- \*\* (1) Returned to building on three separate occasions
- (2) Efforts to contact owner or manager without success
- (3) Contact made with owner or manager, who refused to provide the information
- (4) Other: Specify

**REMINDER TO APPLICANT AND PROJECT TEAM:** The Department of City Planning will not utilize application maps and ownership lists which bear a date of more than 180 days old by the date of public notification. Furthermore, the applicant may be required to update the radius map and/or ownership list before the Department will schedule the public hearing for any discretionary application.

## GLOSSARY

**Abutting:** next to across the street or alley or having a common corner with the subject property.

**Arbitrary Number:** a number given a portion of a lot which has been subdivided or cut. This number is found on the District or Cadastral Maps on file in the Bureau of Engineering's Land Records section, 201 N. Figueroa Street, 7<sup>th</sup> floor and is indicated by a number within a circle.

**Block:** an area completely enclosed by streets, alleys, highways, or a combination of public rights-of way.

**Building Line Setback:** an ordinance which sets the distance a building must be set back from the street.

**Contiguous:** in actual contact with—not across a street or other right-of way.

**Deed Line:** a line on the maps which indicates a single division or cut of a lot.

**Land Use:** the field inspection-verified use of each lot within or touched by the radius.

**Legal Description:** (property description) does not necessarily come from a legal document such as a deed. It can be simple as long as it fully describes the property in question. The following are samples of legal descriptions (property descriptions).

1. The southerly 50 feet of the easterly 200 feet of Lot 5, Tract Number 12345
2. Parcel B, PMLA 1500 (PMLA = Parcel Map Los Angeles)
3. Lot 20, Block 2, Tract Number 14938
4. Metes and bounds – example: Beginning at the centerlines of Main Street and Town Avenue; thence east 300 feet along centerline of Main Street, 100 feet wide, thence south 50 feet to a point on the south line of Main Street; also known as the True Point of Beginning. Thence due south 200 feet to a point; thence west 100 feet in a line parallel with and distant southerly 200 feet from the southerly line of Main Street 100 feet wide, thence due north 200 feet to said southerly line of Main Street; thence east 100 feet along said southerly line to the True Point of Beginning of said description.

Note: A Legal of this length should not be shown on a radius map but it will be needed on the application form. A reference to it can then be shown on the map, i.e. *Legal: See Application.*

**ZIMAS or Zimas:** an acronym for Zoning Information and Map Access System. With just basic information about any given property or area, a wealth of data can be obtained using a variety of search criteria. Among the items obtainable here would be the Parcel Profile Report containing full or partial property description along with other radius-map relevant information such as zoning, case numbers, the cadastral map number, Thomas Guide reference, and lot area. Zimas online can be found here:

<http://zimas.lacity.org>