

VTF 73568

**CITY OF LOS ANGELES  
DEPARTMENT OF CITY PLANNING**

Main City Hall  
Division of Land, 7th Floor  
200 N. Spring Street, Los Angeles, CA 90012-4801  
(213) 978-1330

Marvin Braude Constituent Services Center  
Division of Land, 2nd Floor  
6262 Van Nuys Boulevard, Van Nuys, CA 91401  
(818) 374-505

**INSTRUCTIONS FOR FILING TENTATIVE TRACT MAPS**

**STATE LAW**

The local government is granted authority to approve subdivisions under the State Subdivision Map Act, Sections 66410 to 66499.58, inclusive, of the California State Government Code.

**A. LOCAL SUBDIVISION ORDINANCE:**

Persons who wish to subdivide land should acquaint themselves with the provisions of the State Map Act and the local subdivision regulations (Sections 17.00 to 17.15 of the Los Angeles Municipal Code).

**B. REQUIRED MATERIALS FOR ALL TENTATIVE TRACT MAPS FILINGS:**

- 1. Thirty-five copies of the tentative tract map, including a vicinity map on the tentative tract map, (See Sec. B-14), and an 8½ x 11 transparency of the tract map.
  - a) If a zone change is filed concurrently with the tract map, then an additional 10 tentative tract maps are required for the tentative tract filing, in addition to the 15 tentative tract maps required for the zone change filing.
- 2. An original and ten copies (eleven total) of a radius map (500 feet) showing land use, related case numbers and zoning. If notification is required, the map should also contain the key to the ownership list. Prior to filing and making copies, the radius map shall be checked and signed by the Cartography Unit located in Construction Services Center, 201 North Figueroa Street, 4th Floor. An 8½ x 11 transparency of the radius map shall be included.
- 3. A certified list of owners of property lying within a 500-foot radius of the subdivision. Submit three copies, including one set of self-adhesive gummed labels (1-inch by 3-inch size) with tract numbers on each label. The perjury statement shall be attached to the list. (For specific instructions for 2 and 3 above, see Cartography Unit, Construction Services Center, 201 North Figueroa Street, 4th Floor, and obtain a copy of the publication, Radius Map Requirement Guidelines.)
- 4. **PROJECTS REQUIRING DEMOLITION OF THE FOLLOWING TYPES OF DWELLINGS** shall have the following requirements: Tenant Notification List, four sets (two on gummed labels). Submit one copy of the Tenant Information Chart (Form CP-6345), providing all information pertinent to demolition, only. The tract application will not be considered complete unless all of these required forms are submitted at time of filing.
  - a) One-family dwelling where three or more dwelling units are located on the same lot;
  - b) Two-family dwelling where neither dwelling unit therein is occupied by a record owner of the property;
  - c) Three-family dwelling where none of the dwelling units therein is occupied by a record owner of the property; and
  - d) Apartment house or apartment hotel containing more than three dwelling units.
  - e) Any demolition in the Coastal Zone.

5. Environmental clearance document (Categorical Exemption, Negative Declaration or EIR) or Environmental Assessment Form case number from the Main Planning Counter, 201 North Figueroa Street, 4th Floor, Main City Hall, 200 North Spring Street, Room 750 or at the Main Public Counter in the Marvin Braude Constituent Services Center, 6262 Van Nuys Boulevard, Suite 251.
6. Nine copies of Subdivider's Statement. The Subdivider's Statement shall indicate the official street address of the property obtained from the Street Address Section of the Bureau of Engineering, 3rd Floor, 201 North Figueroa Street. Any omission of required information on the form will result in delays in the processing of the application.
7. Copy of zone change approval (Council action), if different from radius map and for (T) and (Q) Zones.
8. For a zone change to a less restrictive zone incident to a subdivision, a completed Form CP-6116, will be required. This application is required if the proposed project is of a higher density or otherwise less restrictive land use than that permitted by the current zone. However, only applications for a zone change that is consistent with the adopted community plan or specific plan will be accepted for filing. This application should be submitted concurrently with the tentative tract map. You will be informed by the City Planning Department when to pay the necessary additional filing fees. Applicants are reminded to obtain sign-off from the Cartography Unit on the legal description requested as part of the Zone Change Incident to Subdivision application.
9. Two copies of a Solar Report (outline available separately) prepared by a licensed engineer, architect or solar systems expert or firm, which contains the following, at a minimum:
- a) Name of firm or author of the report
  - b) Tentative tract number
  - c) Name and address of owner
  - d) Project description
  - e) Site orientation
  - f) General climatological data
  - g) Adjacent buildings
- The State law exempts condominium conversion projects from the solar energy requirement.
- A complete solar report cannot be prepared prior to building design. A preliminary report will be considered acceptable for filing.
10. Two sets of two or more photographs, mounted on 8½ x 11-inch card stock, showing the project site including any existing walls, trees or structures, and any adjoining streets, curbs, and gutters.
11. Native Tree Protection Report: - Two copies with maps prepared by a tree expert as defined by Section 17.02 of the Los Angeles Municipal Code, evaluating the preservation, removal, replacement, or relocation of said Protected trees (if applicable). The approximate location of all protected trees 4 inches or more and non-protected trees 8 inches or more in diameter, including common name, size, and an indication as to their retention or destruction shall be shown on the map. **If no applicable 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 there are none (see Ordinance 177,404 for further information).**
12. For tracts with trees 8 inches or more in diameter: One copy of a plot plan prepared by a reputable tree expert as defined by Section 46.00 of the Los Angeles Municipal Code, indicating the location, size, type and condition of all existing trees on the site. The plan shall contain measures recommended by the tree expert for the preservation of as many trees as possible and the number of desirable trees that require removal. Mitigation measures such as replacement by a minimum of 24inch box trees in the parkway and on the site, on a 1:1 basis, shall be required for the unavoidable loss of desirable trees on the site.

In progress  
CC  
CC

13. **Bureau of Engineering requirements:**

- a) Street improvements (include on tract map on both sides of the streets):
  - Curb offset or curb line from center line
  - Gutter widths
  - Sidewalk and parkway widths
  - Pavement widths and surfacing material
  - Location of street trees, lights, fire hydrants, power poles and other above ground public Utilities
  - Sewer and manhole locations
  - Storm drain catch basins -location and widths
  - Alley improvements, including cross gutters and encroachment, if any, including power poles.
- b) Adjacent land use
- c) A second set of photographs, mounted as in Sec. B-10. above, showing each street and alley frontage (one from each direction, showing sidewalks, curbs, gutters and other existing public works improvements) and the project site.
- d) On-site features affecting access (include on tract map), driveway grades and clearances.
- e) Parking layout where cars are required to back onto highways.
- f) Two copies of the Hillside and Flood Hazard Areas Information sheet (CP-6114) complete with the seal and signature of a Registered Civil Engineer.
- g) Payment of Engineering fees are required for review, per Ord. 167,769.

14. **Building and Safety requirements:**

- a) The subdivider shall submit four copies of the tentative map to the Grading Division 3rd Floor, 201 North Figueroa Street for their review and approval. Their stamp of approval shall appear on the maps prior to filing with the Department of City Planning. The four maps are to be included as part of the 35 copies submitted at time of filing.
  - b) If a haul route is being requested, five copies are required. A notation should also be made on the tentative tract map.
15. The Division of Land Section of the Department of City Planning will review the Subdivider's Statement, maps and other documents to determine if the necessary information as required by the subdivision regulations is complete and acceptable for filing.
16. Pay the required filing fee in accordance with the current fee schedule, Form CP-6120. Make fee payable to "City of Los Angeles."

**C. CONDOMINIUM CONVERSIONS (Residential and Non-residential)**

- 1. Four copies of a certified parking plan drawn to scale showing parking spaces, including the total number of covered and uncovered spaces, location, number of guest spaces, driveway and aisle widths, column locations or any other types of obstructions and new parking spaces, if any are to be installed. Distinguish between existing and proposed improvements and parking spaces. (This plan should be shown on a separate sheet.)
- 2. A copy of the certificate of occupancy issued by the Department of Building and Safety. When available, a copy of the building permit and the accompanying parking layout is also required.

- 3. Typical floor plans and site plans describing the features of the building, including age, type of construction, number of units and number of habitable rooms per dwelling unit (if residential), trash storage areas, and the location of common areas.  
  
For commercial and industrial projects where buildings already exist, the Advisory Agency strongly recommends that building plans be reviewed by the Department of Building and Safety prior to map submittal to determine if any potential violations to the Building or Zoning Code will result as a consequence of land division.
- 4. Tenant notification list, four sets (two on gummed labels).
- 5. Tenant information (Form CP-6345), including name, address and age of each tenant, number of minor children in each household, total number of project occupants, a present rent schedule and one for 18 months preceding the application, and a relocation assistance plan. (Residential only)
- 6. Sales information, including anticipated range of sales, anticipated terms of sales to existing tenants, and whether sales will be permitted to families with minor children. (Residential only)
- 7. Signed and dated statements from each tenant or certified mail receipts showing that each tenant of the project has received notice of the application and notice of the relocation assistance provisions of Subsection G of Section 12.95.2, 47.06 & 47.07 of the Condominium Conversion Ordinance 60 days prior to filing of application. (Residential only)
- 8. A certified statement that any person who becomes a tenant after the date of application will be given written notice of the pending application prior to any written or oral rental agreement.
- 9. A certified statement that any person who applies for a rental after the original notice will be given written notice of pending application prior to acceptance of any rent or deposit.
- 10. Submit a current list of vacant and available comparable rental units within 1-1/2 mile radius of the building being converted (i.e. a printed list from a apartment search website is acceptable for filing).
- 11. Submit a list of all approved condominium conversion applications within a 500 foot radius vicinity of the building proposed for conversion as determined by the advisory agency. Zimas can be used to located existing cases, which can be found online at <http://zimas.lacity.org/>.
- 12. For all condominium conversion projects an additional surcharge fee will be required in accordance with the current fee schedule, Form CP-6120.

**NOTE:** The Advisory Agency shall disapprove a tentative map or preliminary parcel map for a residential or residential to commercial/industrial conversion project, if it finds (a) that the Map is not substantially consistent with the applicable density provisions of the General Plan or specific plans in effect at the time the original building permit was issued, and (b) the application for map approval is filed less than five years from the date the original certificate of occupancy for the building was issued.

**EXCEPTION:** This provision shall not apply to any residential or residential to commercial/industrial conversion project involving buildings for which a building permit was applied for prior to July 1, 1978.

**D. HILLSIDE AREAS**

- 1. If the tract lies within the hillside area, three copies of geology and soils engineering reports must be filed with the Department of Building and Safety, 4th Floor, 201 North Figueroa Street, together with three copies of the tentative map. (Note: Hillside cases with older EIRs may receive a notice of incomplete application).
- 2. If the tract lies within a mountain fire district, an additional surcharge of 50 percent of the subdivision filing fee will be required in accordance with the current fee schedule, Form CP-6120.

- 3. All projects that lie in a designated hillside area must show contour lines on tract maps.
- 4. Two copies of the tract map should be colored to distinguish cut and fill slopes.

**E. FLOOD HAZARD SPECIFIC PLAN REQUIREMENTS**

Ordinance No. 172,081 (Flood Hazard Management Specific Plan) requires that the Office of Zoning Administration make a finding relative to flood hazards, including mud flows in designated flood hazard areas and in all hillside grading areas.

With each subdivision an indication will be required as to whether the project lies in one of the following areas:

- (1) In a special hazard area
- (2) In a hillside area
- (3) In a floodway
- (4) In a mud-prone area

For ALL subdivision applications, two copies of the Hillside and Flood Hazard Area data sheet will be required. The completed form shall be certified by a Registered Civil Engineer, Form CP-6114.

**F. VESTING/TENTATIVE MAPS**

- 1. Tentative maps either Vesting or Tentative filed with the City Planning Department shall be prepared by or under the direction of a licensed surveyor or registered civil engineer. Such maps, folded to 8½ x 11 inches, shall be drawn to an engineer's scale of not less than 1 inch equals 200 feet, and shall clearly show the following information:
  - a) The tract number obtained from the County Department of Public Works, Land Development Division (818) 458-4952, along with the entire existing legal description of the subject property. If the property is described by metes and bounds, or as a portion of a lot, describe in full.
  - b) Names, addresses and telephone numbers of the record owner, subdivider and engineer or surveyor under whose supervision the map is prepared, including registration number or license number of the civil engineer or surveyor.
  - c) North arrow, engineering scale, date, and net area (blue border) and gross area (to center line of abutting street) of the subdivision.
  - d) Locations, widths and approximate grades of existing and proposed highways, streets, alleys or ways, whether public or private, within and adjacent to the property involved. Include existing street names and designations or names for all proposed streets or highways. The widths and approximate locations of all existing and proposed easements or rights-of-way within and adjacent to the property involved.
  - e) Closest intersecting public streets and distance to intersection. Approximate radii of all centerline curves for streets, highways, alleys, or ways.
  - f) The boundaries of the tentative tract map with the lot layout, approximate dimensions of each lot, number, and precise area of each lot.
  - g) The locations of all potentially dangerous areas, including geologically hazardous areas and areas subject to inundation or flood hazards; the location, width and directions of flow of all water courses and flood control channels within and adjacent to the property involved; the proposed method of providing flood and erosion control.
  - h) The existing contour of the land at intervals of not more than 5 feet, and of not more than 2-foot intervals if the slope of land is less than 5 percent. Preliminary grading design with

proposed building pads, top and toe of cut and fill slopes (indicated with colored ink on at least one copy).

- i) The location of all existing buildings or structures on the property involved, with dimensions given relative to lot lines; notations concerning all buildings (e.g., number of dwelling units) which are to be removed; and approximate locations of all existing wells.
- j) The approximate location and general description of all oak trees eight inches or more in diameter, and other trees 12 or more inches in diameter, including common name, size, and an indication as to their retention or destruction shall be shown on the map.
- k) If any streets shown on the tentative map are proposed to be private streets, they shall be clearly indicated.
- l) The proposed method of providing sewage disposal and drainage for the property.
- ~~RE/A~~ The number of habitable rooms for residential condominium conversions.
- ~~RE/A~~ Commercial and industrial (new and conversion)
  - Number of gross and net square feet
  - Number of units
  - Types of proposed use (i.e., medical, office, restaurant)
  - Certified Parking plan
- o) A statement regarding existing and proposed zoning. City plan case or zone variance case number is required.
- p) Tracts in multiple-residential zones shall include the address of the property and the number of proposed dwelling units and parking spaces.

2. Vesting Tentative Tract Map. In addition to the information requested in 6A, Vesting requires the following information:

- a) Building envelope showing height, size, number of units, location of buildings, driveways, and exterior garden walls.
- ~~RE/A~~ b) Design review if required by applicable Community/District Plan or Specific Plan.
- ~~RE/A~~ If located within designated hillside:
  - i. Grading plan pursuant to Los Angeles Municipal Code, Section 17.05 L, indicating cubic yards of cut and fill; quantities of export or import; if more than 1,000 cubic yards, statement of burrow or disposal site, haul route, total gross weight with load of haul vehicles, size of trucks proposed.
  - ii. Soils report pursuant to Los Angeles Municipal Code, Section 17.05 U
  - iii. Statement to indicate whether project is within the vicinity of Mulholland Scenic Parkway

**G. SMALL LOT SUBDIVISIONS ON THE TRACT MAP**

- 1. The Tract must be filed as a "Vesting Tentative Tract 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 tentative or preliminary 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 tentative 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 of front, side and rear lot lines for each internal 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 sample matrix will be available online on the small lot website). 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:**

SETBACK MATRIX					
LOT	FRONT	REAR	NORTH SIDE	SOUTH SIDE	BLDG. CLEARANCE
1	X'-XX"	X'-XX"	X'-XX"	X'-XX"	X'-XX"
2	X'-XX"	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 Vesting Tract Map for Small Lot Subdivision Purposes"
- j) Accessary structures shall be shown on the tentative and Final Map and shall not be located in the required setback area.

H. **HORSEKEEPING REQUIREMENTS**

If the project is located within a Community Plan which provides for horsekeeping either through a plan designation, by zoning, and/or by established "K" supplemental use horsekeeping districts (Brentwood-Pacific Palisades, Canoga Park-Woodland Hills-Winnetka, Chatsworth-Porter Ranch, Encino-Tarzana, Granada Hills-Knollwood, Reseda-West Van Nuys, Sunland-Tujunga-Shadow Hills, Sun Valley, Sylmar), then the following information and exhibits are required:

- 1. PLOT PLAN SHOWING:
  - a) 11,000 sq. ft. minimum graded pad areas.
  - b) 2,200 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) Indicate distances from horse keeping areas and horsekeeping structures to the nearest habitable rooms on the site, and also to adjoining off-site dwellings and off-site existing horsekeeping areas and structures.
  - f) 10' wide vehicular access path from horsekeeping area to street on same side of lot as driveway.
  - g) Horsetrails if required by the plan.
  - h) 17,500 sq. ft. minimum lot size is the minimum required by the Zoning Code. However, a 20,000 sq. ft. minimum lot size may be required due to topography, community plan policy or other factors.
- 2. GRADING PLAN SHOWING:
  - a) Pad areas
  - b) Trails and access paths
  - c) Indicate drainage pattern from horsekeeping area.

I. **RELATED CONCURRENT ACTIONS BY AA/AZA**

Per Code Section 17.03A of L.A.M.C., area, yard and height adjustment no more than 20% and reduction in the width of the required passageways pursuant to Section 12.21C2(b) to no less than five feet may be part of the Tract Map determination action. Request(s) under Code Section 17.03A must be filed at the same time for the Tract map filing to be considered. Describe the request in the application/Subdivider's Statement.

J. **MAJOR CONCURRENT ACTIONS**

Other than Permitted per Code Section 17.03A. Submit a copy of an application for other concurrent discretionary actions (e.g. zone change or variance). Please indicate Code Section.

Zone Change: From \_\_\_\_\_ to \_\_\_\_\_ zone

Variance: \_\_\_\_\_

Adjustment: \_\_\_\_\_

Other: \_\_\_\_\_



**K. 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 your own 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.

The duplicate file must include the following:

- a) Subdivider's Statement
- b) Zimas Report with Vicinity Map
- c) Radius Map
- d) Tract Map
- e) Set of Plans (If Applicable)
- f) Photographs of the site and surrounding properties.
- g) Findings/Written Documentation (If Applicable)
- h) Environmental Assessment Form or Determination (if applicable, environmental exemptions need not be provided; EIRs may be submitted on a CD).

**L. TWO 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. The envelope needs to be addressed to the Council District Office for the area in which the project is located, postage affixed, and using your own address as the return address. Council District names and addresses can be obtained from ZIMAS.

The duplicate file must include the following:

- a) Subdivider's Statement
- b) Zimas Report with Vicinity Map
- c) Radius Map
- d) Tract Map
- e) Set of Plans (If Applicable)
- f) Photographs of the site and surrounding properties.
- g) Findings/Written Documentation (If Applicable)
- h) 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.**

**M. COMMUNITY PLANNING BUREAU AUTHORIZATION**

- A completed Community Planning Bureau Authorization Form (CP-7812) that has been signed by the appropriate Community Planning Bureau 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*

Base Fee 17,822-	Reviewed and Accepted by <i>Steve Kin</i>	Date 10/8/15
Receipt No. 26211	Deemed Complete By	Date