

RADIUS MAPS

REQUIREMENTS & GUIDELINES

**Los Angeles
City Planning**

**Information Technologies Agency (ITA)
& Graphic Information Systems (GIS) Sections**

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PREFACE

A radius map is a special map that serves to furnish the Los Angeles 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 to submit along with your application and other case file forms, documents, exhibits and materials.

Planning 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.

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 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. City of Los Angeles Department of Public Works, Bureau of Engineering (BOE)
2. City of Los Angeles Department of Public Works, BOE, Land Development and GIS Division (LGD), Land Records Section Public Counter
3. Los Angeles City Planning
4. County of Los Angeles Assessor's Office
5. Land use field survey

Although the procedures in this booklet may be new and unfamiliar, please remember that City Planning Staff is always available to help.

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PREPARING THE RADIUS MAP

OBTAIN A BASE MAP

Note: It is the City's Bureau of Engineering (BOE) *Cadastral Map* that is used to make the base map, from which a Radius Map is developed.

1. Base Map - Online Download

Step - 1 Begin by identifying the correct map number, go to the *Cadastral Map Index* link:

https://navigatela.lacity.org/common/mapgallery/pdf/landbase_bw/index/Cadastral_Map_Index.pdf

Step - 2 For a pdf version of a map, go to the Map Gallery link:

https://navigatela.lacity.org/common/mapgallery/landbase_bw.cfm

Step - 3 For a BOE dxf version of a map in AutoCAD-ready form or other software formats, go to the Department of Public Works, BOE's website here:

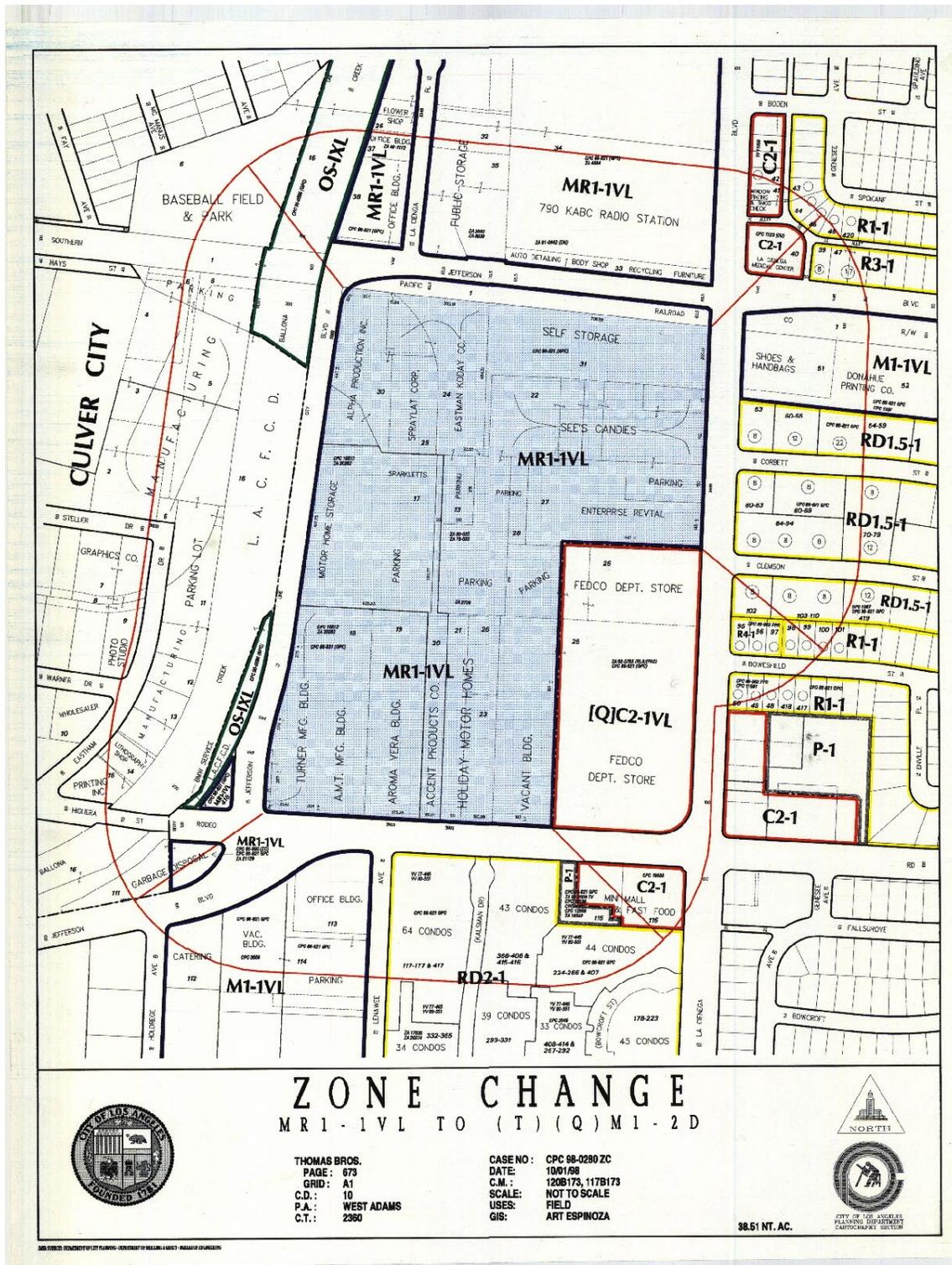
https://navigatela.lacity.org/common/mapgallery/cadastral_dxf.cfm

2. Base Map - A hardcopy from BOE

To obtain a hardcopy of a map, as the base map, for preparing a radius map, go to the public counter at the:

**Department of Public Works
Bureau of Engineering
Land Development and GIS Division
201 N. Figueroa Street, Room 1150
Los Angeles, CA 90012**

SAMPLE RADIUS MAP



GENERAL RADIUS MAP FORMAT

1. Size

The preferred sheet size is 18" x 24". The minimum map size is 8.5" x 11". 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

Copies of the original may also be made using bond paper.

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.
- b. All streets, alleys, other rights-of-ways, 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 oversized lots. Lots larger than two acres (approximately 300' x 300') do not need to 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. However, County Assessor maps 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 ink, except for the radius line and radial lines (fingers) which are to be shown in orange ink. 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 be visually comparable to traditional hand drawn maps regardless of the method used.

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

6. Radius Line Expansion

When necessary, the expansion of the radius line may be done in increments of 50 feet (maximum 700 feet) to achieve the required number of owners and occupants (see Item No. 33 below). Among the exceptions to the 500-foot ownership notification radius are Site Plan Review and Coastal Development Permits, which require a 100-foot radius for owner / notification and a 300-foot and 500-foot radius for land use, respectively; and alcohol cases, which require a 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 boundaries of those lots. 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 DSC Staff 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 widths. 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).

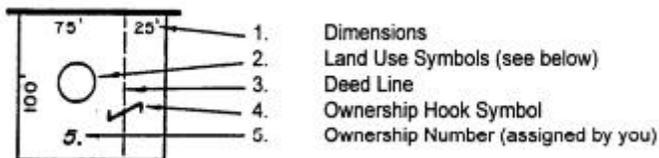
11. Proximity to Nearest Intersection

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 online. The ZIMAS (Zone Information and Map Access System) is the most reliable and useful resource for this purpose and is at the following Internet address: <https://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 No. 8; 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.

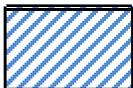
Example:  **R1-1 to R3-1**

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**

Example:  **R1-1 to R3-1 and Low Density Residential to Medium Density Residential**



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 No. must also be shown.

18. Case Numbers

Zoning Maps on file with the Systems and GIS Divisions show most Planning 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
ZA 78-2556
CUB 78-2332
CUX 82-6900

ZAI 023NC
CDP 81-510
ZAI 3663
ZV 82-169

Recent Formats

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 Planning case numbers within 500 feet of the subject site and match them to their respective lots in order to include them on your map.

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. However, it is not necessary to show the entire complex on your map. 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; if it is, choose "Manage Layers on the Map" on the ZIMAS toolbar and make sure "Citywide Lines" is selected. 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, the 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 recent Planning Case filed within six months.

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.**

22. Mapping Areas Outside City Boundaries

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

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

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). 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 several 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.

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 three 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 the 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 Address/Legal tab
- f. Land Use: Method obtained (field or Planning Case; if latter, provide Case No.)
- g. Contact: Primary contact for project information, name, and phone number
- h. Thomas Brothers Guide: See ZIMAS Address/Legal tab for page number/grid
- i. Council District: See ZIMAS Jurisdictional Tab
- j. Community Plan: See ZIMAS Jurisdictional Tab
- k. Census Tract: See ZIMAS Jurisdictional Tab
- l. Net Area of Property: In square feet (acreage can be calculated by dividing by 43,560 square feet)

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

City Planning will not accept any applications, maps, or Owners/Occupant lists which bear a date of more than 365 days past the date of public notification. All maps with a date of more than 365 days of the date of public notification must be checked and the Ownership List reconfirmed. Strike a line through the old date and, to the right, indicate the new date.

32. Ownership Deed Line or Lot Cut Line

Any ownership deed lines (lot cut lines) must be denoted by a series of black dash lines as previously shown in Item No. 8 (Line Weights & Formats) above. These deed lines are available at BOE's Land Records Division on their City Cadastral Maps or on BOE's NavigateLA website here: <https://navigate.lacity.org/common/mapgallery/index.htm>.

33. Owners/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 Site Plan Review or Coastal Development Permits). All Owners/Occupants which fall within the 500-foot radius shall be indicated. The following 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 owners plus the occupants.

For example, if there are 21 owners and 29 occupants within the 500-foot radius, then the minimum number required has been met.

34. Extending the Radius

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

“Radius expanded to 550 feet for Owner/Occupant purposes”

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

Do not put ownership numbers on the radius map. Instead, prepare an Owners/Occupant Map (see Item No. 36 below) to accompany the filing. Add the following note on the radius map:

“For Owners/Occupants see Owner/Occupant Map”

35. Prints of Radius Map

Please consult the Mailing Procedures Instructions ([CP-2074](#)) for applicable requirements.

36. Owner/Occupant Map

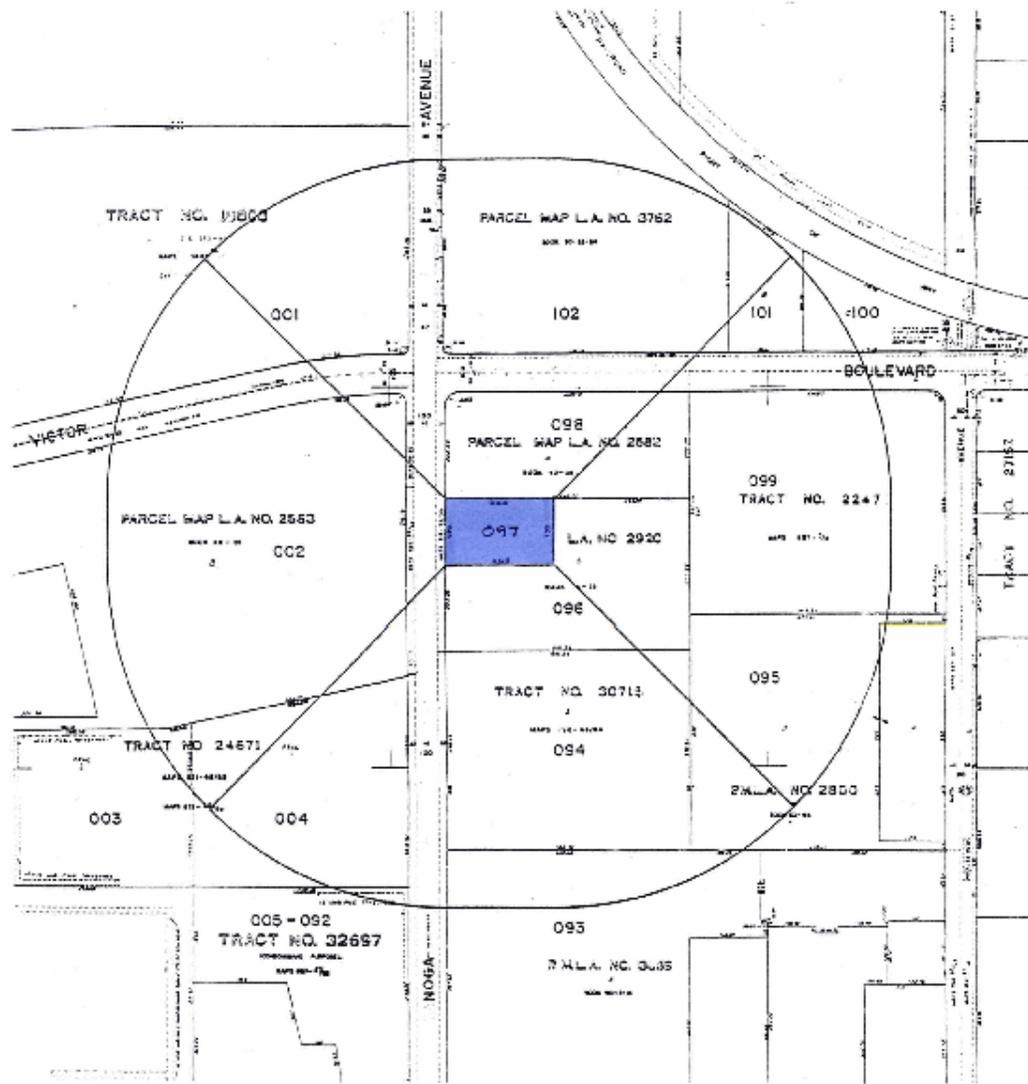
This map is made by obtaining a photocopy of the BOE's Land Records Division's Cadastral Maps or by downloading the digital CAD-ready version from the BOE's NavigateLA website. The intent of this map is to indicate where the required Owners/Occupants are in relation to the subject site. Expand the radius in increments of 50 feet to at least meet the minimum requirements. However, all ownerships within the revised and expanded radius shall be included. 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 – “Owner/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'



APPENDIX I ZONING COLOR TABLE

Zone	RGB	Hex Code	EAGLE PRISMA COLOR No. (or matching color pencil)	AutoCAD (or equivalent color palette)
GW (CA), OS, OS (PV), OS (UV)	67, 120, 44	#43782C	912 APPLE GREEN	No. 74
A1, A21 (UV), A2, A2 (PV), RA, RAP	183, 242, 94	#B7F25E	PC 1039 NEON GREEN	NO. 70
R1P, R2P, RSP, R1, R1H1, R1R3, R1V1, R1V2, R1V3, RE, RE11, RE15, RE20, RE40, RE9, RS, RU, RW1, RZ2.5, RZ3, RZ4, RZ5	255, 255, 128	#FFFF80	916 CANARY YELLOW	NO. 02
PVSP, R2, R3, R3 (PV), R3 (UV), R4, R4 (PV), R5, RAS3, RAS3 (UV), RAS4, RD1.5, RD2, RD3, RD4, RD5, RD6, RMP, RW2	255, 194, 133	#FFC285	940 SAND	NO. 30
P, PB	162, 155, 171	#A29BAB	967 COLD GREY LIGHT	NO. 09
ADP, C1, C1.5, C1 (PV), C2, C2 (PV), C4, C4 (OX), C5, CEC, CR, CR (PKM), CW, LASED, PPSP, USC-1A, USC-1B, USC-2, USC-3, (WC) COLLEGE, (WC) COMMERCE, (WC) DOWNTOWN, (WC) NORTHVILLAGE, (WC) PARK, (WC) RIVER, (WC) TOPANGA, (WC) UPTOWN	247, 121, 155	#F7799B	924 CRIMSON RED	NO. 230
CCS, CM, CM (GM), CM (UV), LAX, M (PV), M1, M2, M2 (PV), M3, MR1, MR2, SL, UC (CA), UI (CA), UV (CA)	132, 170, 227	#84AAE3	902 ULTRA-MARINE	NO. 161
PF, PF (UV)	63, 158, 133	#3F9E85	905 AQUAMARINE	NO. 116
Radius Lines	255, 85, 0	#FF5500	20042 VERMILLION	NO. 10
Subject Property	115, 223, 255	#73DFFF	20068 LIGHT BLUE	NO. 130
Freeway	63, 158, 133	#3F9E85	905 AQUAMARINE	NO. 116

GLOSSARY

Abutting: Next to, across the street or alley from, or having a common corner with the subject property.

Arbitrary “Arb” Number: A number given a portion of a lot which has been subdivided or cut; and can be found on the District or Cadastral Maps and indicated by a number within a circle.

Block: An area completely enclosed by streets, alleys, highways, or a combination of public rights-of-ways.

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 Description of this length should not be shown on a radius map but should be provided as an Exhibit appended to Department of City Planning Application Form ([CP-777.1](#)). A reference to it can then be shown on the map, i.e., *Legal Description: See DCP Application Form.*

ZIMAS or Zimas: an acronym for Zone Information and Map Access System. Among the items obtainable 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: <https://zimas.lacity.org>