FINAL MAP: APPLICATION,CLEARANCES, REVIEW, APPROVAL PROCESS

PUBLIC INFORMATION

- APPLICATION SUBMITTAL-

The Bureau of Engineering is the lead agency for Final Map submittal, review and approval. A Final Map application package may be submitted once the Tentative Map has been approved and any appeal period has passed. The application is submitted to Bureau of Engineering Land Development and GIS Division – Land Development Group (LGD) at 201 N. Figueroa St., Suite 290.

The application package must include all items listed on the application requirements. [ATTACHMENT 1 - Final Map Application checklist]

A submittal fee of $9064.00 is required for submittal of maps with fewer than 20 lots with no airspace subdivisions. Additional fees are required for maps with merger areas (reversion to acreage), or maps located in a very high fire hazard severity zone. For maps with more than 20 lots, or maps with airspace subdivisions, fees are based on actual cost and the initial deposit amount will be provided by LGD. See the Final Phase Fee Schedule for details. [ATTACHMENT 2 – BOE fee schedule]

Expediting of Final Map Review is also available for an additional deposit of $5000.00. Expediting the Final Map review is available for the first map check only.

Once a complete application is received, copies are distributed to the BOE District Office, DWP-Water, DWP-Power, Recreation and Parks, and Bureau of Street Lighting for review. The full package is forwarded to BOE Survey Division to be put in queue for map checking. LGD Final Map Unit will enter the final map submittal information and conditions from the Letter of Determination into the Bureau of Engineering’s “Subdivision Map Status” online application (MapStatus), from which the clearance and map check process will be tracked. LGD will also review the final map for conformance with the Tentative Map.

 [Code References]

- MAP CHECK

BOE Survey Division is responsible for checking the Final Map. Upon receiving the application package, the map will be placed in queue to be assigned to a map checker for review. BOE Survey Division – Tract Desk is located at 201 N. Figueroa St., Suite 1100. Expediting of Final Map Review is also available for an additional deposit of $5000.00. Expediting the Final Map review is available for the first map check only.

The map checker will check the general configuration of the final map to be in substantial conformance with the approved tentative map. The map checker will check the entire final map, title page and layout pages for organization, wording, documentation, boundary establishment, and the math involved.

The content and form of the final maps shall be governed by the provisions of Division 2 of the Subdivision Map Act (Sections 66410 to 66499.37 of the State of California Government Code) and the Los Angeles Municipal Code (Chapter 1 Article 7). The general form and layout of the map, including size and type of lettering, drafting and location of Statements and Acknowledgements, etc. shall be determined by the Survey Division.

The map checker will provide any corrections or comments directly to the Surveyor. After making corrections, map resubmittals are made by resubmitting at the LGD counter (to be picked up by Survey Division) or directly to the map checker via email. Each submittal is tracked in the online MapStatus tracking system. If a resubmission is required after a fourth map check, additional fees are required.

Once all corrections have been made to the satisfaction of the map checker, BOE Survey Division will clear any Bureau of Engineering conditions in MapStatus related to items required to be shown on the Final Map, such as dedications, names, labels, details or other notation, and the map will be given clearance for final mylar submittal by indicating the status as “Conditionally Approved.” Clearance of all department conditions also tracked in MapStatus. The mylar submittal will not be accepted by LGD until all the map conditions listed in the LOD have been cleared. (NOTE: Taxes and Assessments are not listed in the LOD and will be cleared by LGD during final review after the mylar submittal.)

 [Code references]

- TENTATIVE MAP CONFORMANCE

Upon receiving the application package, LGD will also review the Final Map for conformance with the approved Tentative Map. LGD will verify that the number of lots, lot geometry, map boundary, etc.… are in substantial conformance with the approved Tentative Map. If right-of-way mergers are included in the map, LGD will also begin the merger letter process to notify utilities of the merger (see “MERGER CONDITIONS” below). If a Final Map is found to be in substantial conformance with the approved tentative map, LGD will stamp the file copy of the map, and provide any comments to the map checker with BOE Survey Division. If a Final Map is found not to be in substantial conformance with the approved tentative map, the applicant and the map checker will be notified by LGD of any items that are not in conformance

 [Code References, if applicable]

- CONDITION CLEARANCES-

After the Advisory Agency approves the tentative map, a Letter of Determination is issued listing the conditions of approval and findings of the Advisory Agency. Upon receipt of the Final Map application, LGD will upload the conditions into MapStatus, listing each condition and the agency responsible for clearing it. Once the requirements have been met to clear a condition, the agency staff will clear the condition electronically in MapStatus in most cases. In some cases a letter is provided to LGD and LGD staff will clear the condition.

 [code references, if applicable]

Below is a list of examples of typical map conditions required by each agency, and general description of what is typically necessary to clear the condition, including contact information and fees, where applicable.

BUREAU OF ENGINEERING - SPECIFIC CONDITIONS

Bureau of Engineering conditions are listed in two sections: the Specific Conditions and the Standard (S-1, S-2 and S-3) conditions. (Information for the Specific Conditions is listed here; see “Bureau of Engineering - Standard Conditions” section below for information on S-1, S-2 and S-3 conditions). Generally, BOE conditions are either cleared by the BOE District Office clearance letter upon guarantee of the public improvements, by the Survey Division map checker upon submittal of final mylar map, or by LGD Final Map Unit.

DEDICATION CONDITIONS:

Examples: *- That a \_\_\_\_\_-foot wide (and variable width) strip of land be dedicated along adjoining the subdivision to complete a \_\_\_\_\_-foot wide (half) (alley)right-of-way dedication (in accordance with (Major) (Secondary) Highway (Collector Street) standards) (including a \_\_\_\_\_-foot radius property line return at the intersection with \_\_\_\_\_.*

 *- That a \_\_\_\_\_-foot wide public sidewalk easement if necessary be dedicated at the location of the driveways along adjoining the subdivision.*

These conditions indicate the required dedications of public right-of-way or other public easements. Dedication conditions are cleared by the BOE Survey Division map checker when the final mylar print has been submitted showing the dedications correctly on the final map.

MERGER CONDITIONS:

Examples: *- That the Department of Transportation in a letter to the Advisory Agency state that they have no objection to the merger of \_\_\_\_\_.*

*-That the Advisory Agency find that the dedication(s) to be merged are unnecessary for the present or prospective public purposes and all owners of the interest in the real property within the subdivision have or will have consented to the merger prior to the recordation of the final map.*

*- That (in the event a no objection letter has been received from the Department of Transportation, then) be permitted to be merged with the remainder of the subdivision pursuant to Section 66499.20-1/2 of the State Government Code, and in addition, the following be done and be administered by the City Engineer:*

* + 1. *That consents to the street (alley) (easement(s)) being merged and waivers of any damages that may accrue as a result of such mergers be obtained from all property owners who might have certain rights in the area being merged.*
		2. *That satisfactory arrangements be made with all public utility agencies maintaining existing facilities within the area being merged.*

*-That any surcharge fee in conjunction with the street (alley)(easement) merger request be paid.*

The Department of Transportation letter to BOE and the Advisory Agency letter to BOE is required in order for the merger to be approved and recorded with the final map. BOE LGD Final Map Unit will clear each condition when the letter is received.

If additional properties outside of the map boundary adjoin, have underlying fee interest in, or have any other certain rights in the area(s) being merged, a consent and waiver of damages will be required from the property owner. Sample forms are available from the LGD counter. Applicants should verify with LGD which properties will be subject to the condition. To clear the condition, the recorded documents must be submitted to LGD. Once approved, LGD will clear the condition in MapStatus.

During Tentative Map conformance review, LGD will send letters to all utility agencies who may have rights in the area(s) being merged, notifying them of the merger of the right-of-way and requesting a response regarding conflicting utilities or any requirements or objections within 45 days of mailing.

In the event that a utility objects to the recording of the map, the applicant is responsible to make whatever necessary arrangements with the utility agency are required to allow for the map to record. In some cases, utility agencies may require relocation of facilities or provision of easements at the expense of the applicant. Clearance letters must be obtained from any utility agency that responds to the merger notification letter with requirements. Clearance letters shall be addressed to the Bureau of Engineering Land Development & GIS Division and shall clearly state no objection to the recordation of the map or that satisfactory arrangements have been made to allow for recordation, and shall not be subject to further conditions. Upon receipt of all required clearance letters, LGD Final Map Unit will clear the condition in MapStatus.

For all subdivisions with merger of right-of-way, an additional fee of $2803.90 (for Tract Maps) or $2039.40 (For Parcel Maps) is required to be paid. This fee is paid at the LGD public counter and cleared in MapStatus upon receipt.

SMALL LOT CONDITIONS (COMMON ACCESS NAME):

Example: -*That if this tract (parcel) map is approved as “Small Lot Subdivision” then, if necessary for street addresses purposes, all the common access to this subdivision be named on the final map.*

*-That, if necessary, the owners of the property record an agreement satisfactory to the City Engineer that they will provide name signs for the common access driveways.*

These conditions are applied to Small Lot subdivisions. First, it must be determined if it is necessary to name a common access. This is dependent upon whether there is sufficient frontage to allow for sufficient address numbers along the public street for the number of new lots created by the map. This is verified with the BOE District Office, either through the issuing of “early start” building permits with the available addresses on the existing public street frontage, or through “reserving” the addresses in NavigateLA on the existing public street frontage. If sufficient address numbers exist, a named common access is not necessary and the condition can be cleared by LGD Final Map Unit after verification with the District Office. If sufficient address numbers do not exist, the common access must be named and new addresses will issued off of the named common access. To name the common access, names must be submitted by the applicant for approval by LGD Right-of-Way Unit, located at 201 N Figueroa St., Room 290. For each common access to be named, the applicant must provide a first choice, along with a second and third choice in the event that a name is not approved. Guidelines for street naming are provided in the Land Development Manual, Section 920 [ATTACHMENT- 3]. In addition to the naming procedures outlined in the manual, common access names should not have the same name as the intersecting street (e.g. “Main” St. with “Main” Dr.). After review, LGD Right-of-Way Unit will provide a letter confirming the approved common access name(s). Names must then be shown on the final map and the condition cleared by the BOE Survey Division map checker when the final mylar print has been submitted showing the common access names(s) correctly on the final map..

If a name is necessary, a covenant and agreement must be recorded in order to clear the name sign condition. Covenant and agreement forms are available at the LGD counter. The condition will be cleared by LGD when the recorded covenant and agreement is provided to the LGD counter. If a name is not needed, the condition can be cleared by LGD Final Map Unit after verification with the District Office.

Installation of the signs is a requirement of the covenant, but not required to be installed at the time of condition clearance. To have the signs installed, the applicant may contact LADOT Citywide Investigations Group (contact info to be determined) when ready for installation.

SMALL LOT CONDITIONS:

Example: *-That if this tract (parcel) map is approved as small lot subdivision, then the final map be labeled as “Small Lot Subdivision per Ordinance No. 176354”.*

*-That any necessary public sanitary sewer easements be dedicated on the final map based on an alignment approved by the Engineering District Office.*

  *-That all pedestrian common access be shown on the final map.*

 *-That all common access including vehicular access and pedestrian access be part of the adjoining lots.*

These conditions are applied to Small Lot subdivisions. All notes, pedestrian access and common access must be shown as required per the conditions. The BOE district office, on a case by case basis, will determine during its review if public sewer easement is required to be dedicated or if a covenant for shared sewer will be applicable to the project. If dedication of a public sewer easement is required, it will be indicated on the BOE District Office clearance letter. These conditions are cleared by the BOE Survey Division map checker when the final mylar print has been submitted showing the “Small Lot Subdivision per Ordinance” label, accesses, and any sewer easement dedications correctly on the final map.

SEWER CAPACITY:

Example: *-That* *the subdivider make a request to the District Office of the Bureau of Engineering to determine the capacity of the existing sewers in this area.* *….*

[This section incomplete: process to be determined, BOE District Office? Bureau of Sanitation?]

FEE DEFICIT:

Example: *-That any fee deficit under Work Order No. \_\_\_\_\_ expediting this project be paid*

This condition is for the payment of any deficit that may result from a tentative map expediting work order. Applicant should verify with the LGD counter if there is a balance due. If so, LGD will provide a fee letter with an amount due, which may include estimated administrative costs to close the work order. Once payment is made, LGD will clear the condition.

AIRSPACE SUBDIVISION CONDITIONS:

Examples: *-That a set of drawings be submitted to the City Engineer showing the following:*

* + 1. *Plan view at different elevations.*
		2. *Isometric views.*
		3. *Elevation views.*
		4. *Section cuts at all locations where air space lot boundaries change.*

 *- That the owners of the property record an agreement satisfactory to the City Engineer stating that they will grant the necessary private easements for ingress and egress purposes to serve proposed airspace lots to use upon the sale of the respective lots and they will maintain the private easements free and clear of obstructions and in a safe condition for use at all times.*

These conditions are applied to all maps with airspace lots. The condition for plan view, isometric view, elevation views and section cuts requires the drawings to be submitted and checked as part of the final map process. It is cleared by BOE Survey Division when the final mylar print has been submitted including the required drawings with the final map.

The condition for the private ingress and egress easements is cleared by recording of a Covenant and Agreement. Covenant and agreement forms are available at the LGD counter. The condition will be cleared by LGD when the recorded covenant and agreement is provided to the LGD counter.

REMOVAL OF TREES:

Example: *-That Board of Public Works approval be obtained, prior to the recordation of the final map, for the removal of any tree in the existing or proposed right-of-way area associated with improvement requirements outlined herein, The Bureau of Street Services, Urban Forestry Division, is the lead agency for obtaining Board of Public Works approval for removal of such trees.*

This condition requires that for all tree removals within the public right-of-way the applicant work with UFD to go through the Board of Public Works approval process for tree removal. (See the “URBAN FORESTRY DIVISION AND CITY PLANNING” section below for contact information). The BOE District Office requires a clearance from UFD to be sent to them prior to issuing the BOE District Office clearance letter to LGD. Once the clearance letter is issued by the BOE District Office, LGD Final Map Unit will clear the condition in MapStatus.

PUBLIC IMPROVEMENTS (BOE STANDARD CONDITION S-3(i)):

Example: -*S-3. That the following improvements are either constructed prior to recordation of the final map or that the construction is suitably guaranteed:*

*(a) …*

*(b) …*

*…*

*(i) That the following improvements are either constructed prior to recordation of the final map or that the construction is suitably guaranteed:*

*(1) Improve \_\_\_\_\_\_\_ being dedicated and adjoining the subdivision by the construction of the following*

* + - * 1. *A concrete curb, a concrete gutter, and a ( -foot)(full-width) concrete sidewalk adjacent to the property line (with tree wells) and landscaping of parkway.*
				2. *Suitable surfacing to join the existing pavement and to complete a ( - foot)(half)(partial)roadway.*
				3. *Any necessary removal and reconstruction of existing improvements.*
				4. *The necessary transition(s) to join the existing improvement.*

*(2) Improve the alley being dedicated and adjoining the subdivision by the construction of a 2-foot concrete longitudinal gutter and suitable surfacing to complete a (10-foot)(half)(20-foot) alley, together with any necessary removal and reconstruction of existing improvements.*

This condition indicates the required public improvements for the project. Typically these requirements are listed in the standard conditions (S-3, (i)), but may appear within the specific conditions in some cases. Public improvements must either be constructed prior to the recordation of the map or they must be suitably guaranteed.

If the public improvements are to be suitably guaranteed, the following are required: a bond to guarantee the improvements, a labor and materials bond, a subdivision contract, and payment of plan check and inspection fees for permits. Applicants must submit plans to the BOE District Office for bond estimate and determination of plan check and inspection fees. Applicants may contact the appropriate District Office for instructions, or begin the process through the online [B-Permit system](https://engpermits.lacity.org/bpermits/public0/control.cfm?action=desc_inst00). Once a Bond Estimate has been prepared, the applicant then submits the necessary documents to BOE Bond Control to prepare bond documents and the subdivision contract. The bond may be a cash bond or a surety bond. BOE Bond Control can be contacted at eng.bondcontrol@lacity.org. Once the bond has been executed, a copy will be provided to the District Office and to LGD.

If the public improvements have been constructed, a statement of completion from the Bureau of Contract Administration (for improvements constructed under B-Permit) or a final inspection (for improvements constructed under A-Permit) must be provided to the BOE District Office.

Whether improvements are completed or guaranteed, in order to clear the condition, a clearance letter from the District Office to LGD is required. LGD will review and clear conditions related to public improvements in MapStatus once the clearance letter is received.

PUBLIC R/W GRADING CONDITIONS:

Example: *-That* *the following requirements in connection with grading and construction in and adjacent to public right-of-way (and/or private streets) be complied with:*

*a)…*

*b)…*

*….*

This set of conditions is established by BOE Geotechnical Engineering Division for projects with grading and construction adjacent to the public right-of-way requiring geotechnical review due to slope or other site conditions. It includes general conditions and site specific conditions to be applied to both the public right-of-way and the adjacent property. The conditions are to be implemented through the B-Permit process and are cleared by the District Office sending a clearance letter to LGD. LGD will then clear the condition in MapStatus.

PRIVATE STREET EASEMENTS:

Examples: -*That a \_\_\_\_\_-foot wide private street easement(s) be provided, including a \_\_\_\_\_-foot radius property easement cul-de-sac and a \_\_\_\_\_-foot radius property easement return(s) at the intersection with*

*-That (a) sanitary sewer easement(s) be dedicated full-width of the proposed private street(s).*

*-That the private street easement be part of the adjoining parcels.*

These conditions are applied to subdivisions which include private streets and relate to the provision of private street easements and dedication of sanitary sewer easements. They are cleared by BOE Survey Division when the final mylar print has been submitted showing the private street and sewer easements correctly on the final map

PRIVATE STREET COVENANTS:

Examples: *-That the owners of the property record an agreement satisfactory to the City Engineer stating that they will grant the necessary easements for ingress, egress and public facilities over the private street area(s) upon the sale of the respective lots and they will maintain the private street(s) free and clear of obstructions and in a safe condition for vehicular use at all times.*

*-That a covenant and agreement be recorded stating that private street will be posted in a manner prescribed in Section 18.07 of the Los Angeles Municipal Code (Private Street Regulations).*

The conditions for the private ingress and egress easements, and for the posting of the private street are cleared by recording of a Covenant and Agreement. Covenant and agreement forms are available at the LGD counter. Each condition will be cleared by LGD when the respective recorded covenant and agreement is provided to the LGD counter.

PRIVATE STREET NAMES:

Example: *-That prior to recordation of the final map the proposed name for the private street be approved by the City Engineer.*

This condition requires that the private street be named and new addresses will issued off of the named private street. To name the private street, names must be submitted by the applicant for approval by LGD Right-of-Way Unit, located at 201 N Figueroa St., Room 290. For each private street to be named, the applicant must provide a first choice, along with a second and third choice in the event that a name is not approved. Guidelines for street naming are provided in the Land Development Manual, Section 920 [ATTACHMENT-3]. In addition to the naming procedures outlined in the manual, private street names should not have the same name as the intersecting street (e.g. “Main” St. with “Main” Dr.). After review. LGD Right-of-Way unit will provide a letter confirming the approved private street name(s). Names must then be shown on the final map and the condition cleared by the BOE Survey Division map checker when the final mylar print has been submitted showing the private street names(s) correctly on the final map.

OTHER COVENANT AND AGREEMENT CONDITIONS:

Example: *-That the owner of the property record an agreement satisfactory to the City Engineer stating that ….*

Various project specific covenant and agreement conditions may be applicable. Covenant and agreement forms are available at the LGD counter. The condition will be cleared by LGD when the recorded covenant and agreement is provided to the LGD counter.

OTHER CONDITIONS:

Other project specific conditions may also be applicable. Contact LGD directly for information and requirements to clear any other BOE conditions listed in the LOD.

DEPARTMENT OF BUILDING AND SAFETY – GRADING DIVISION

 BUILDING AND SAFETY GRADING CONDITIONS:

Examples: *-That prior to issuance of a grading or building permit, or prior to recordation of the final map, the subdivider shall make suitable arrangements to assure compliance, satisfactory to the Department of Building and Safety, Grading Division, with all the requirements and conditions contained in Geology and Soils Report Approval dated Month Day, Year, Log No. ##### and attached to the case file for Tract No. ####*

 *- Comply with any requirements with the Department of Building and Safety, Grading Division for recordation of the final map and issuance of any permit.*

This condition requires that the Building and Safety Grading Division review the case to determine if grading requirements are applicable, if grading permits are issued or grading work bonded for. The Building and Safety Grading Division is located at 221 N Figueroa St., on the 12th Floor, and can be reached at 213-482-0480. Once all requirements have been met, Building and Safety, Grading Division will clear conditions electronically in the MapStatus system.

OTHER CONDITIONS:

Other project specific conditions may also be applicable. Contact the Grading Division directly for information and requirements to clear any other BAS Grading conditions listed in the LOD.

DEPARTMENT OF BUILDING AND SAFETY – ZONING DIVISION

NO VIOLATIONS:

Example: *-That prior to recordation of the final map, the Department of Building and Safety, Zoning Division shall certify that no Building or Zoning Code violations exist on the subject site. In addition, the following items shall be satisfied:*

  *a)…*

 *b.)…*

This condition requires that Building and Safety Zoning Division review the Final Map. Additional items, as indicated below, may be listed following the standard condition. Please contact the person listed on the LOD under the Zoning condition or visit the Building and Safety Zoning Division is located at 201 N Figueroa St., on the 10th Floor (in Room 1080A) for appointment or questions. Once all items listed within the condition are satisfied, Building and Safety Zoning Division will clear the condition electronically in the MapStatus system.

Items within the condition may include:

-PROVIDE DOCUMENTS/COMPLIANCE/DEMOLITION PERMITS:

Examples: *-Provide copies of #####.... Show compliance with all the conditions/requirements of the above affidavits as applicable. Termination of above affadavits may be required after the Map has been recorded. Obtain approval from the Department, on the termination form, prior to recording.*

*-Provide a copy of ## Case ######... Show compliance with all the conditions/requirements of the ## case(s) as applicable.*

 *-Obtain permits for the demolition of all existing structures proposed to be removed. Accessory structures and uses are not permitted to remain on lots without a main structure or use. Provide copies of the demolition permits and signed inspection cards to show completion of the demolition work.*

These conditions may require the applicant to provide various documents for review and may require further action. Contact Building and Safety Zoning Division for details.

-LOT AREA AFTER DEDICATION:

Example: *-Show all street dedication as required by Bureau of Engineering and provide net lot area after dedication. “Area” requirements shall be re-checked as per net lot area after street dedication. Front yard requirements shall be required to comply with current code as measured from new property lines after dedication.*

This condition requires review of the Final Map. Building and Safety Zoning Division reviews the Final Map to verify lot requirements.

-REVISED MAP:

Example: *-The submitted map does not comply with ……. Revise the Map to show compliance with the above requirement or obtain approval from the Department of City Planning.*

This condition may require that a revised Tentative Map be submitted to the Planning Department to comply with the requirements of the condition. Confirm with the Planning Department (Advisory Agency) as to what is necessary to revise the map.

-MERGER:

Example: *-Obtain Bureau of Engineering approval for the proposed merger.*

This condition requires that the BOE Conditions related to the merger be completed prior to clearance, and may also require review of the Final Map to verify lot requirements.

OTHER CONDITIONS:

Other project specific conditions may also be applicable. Contact Building and Safety Zoning Division directly for information and requirements to clear any other BAS Zoning conditions listed in the LOD.

DEPARTMENT OF TRANSPORTATION (DOT)

SATISFACTORY ARRANGEMENTS WITH DOT:

Example: *-That prior to recordation of the final map, satisfactory arrangements shall be made with the Department of Transportation to assure:*

  *a)…*

 *b.)…*

This condition requires that DOT review the parking and driveway plan for the project, or the recording of a covenant and agreement in some cases. Various items, as indicated below, may be listed as part of the standard condition. DOT review is performed by the district office in which the project is located; [West Los Angeles Planning, 7166 W. Manchester Av. (213-485-1062): Valley Planning, 6262 Van Nuys Bl. Rm. 320, (818-374-4699); Metro Planning, 201 N Figueroa St. Rm 550, (213-482-7024)]. A fee of $270.00 is required for processing the map clearances. Once all items within the condition are satisfied, DOT will clear the condition electronically in the MapStatus system.

[ATTACHMENT 4 – DOT Covenant]

Items within the condition may include:

-PARKING AND DRIVEWAY PLAN:

Examples: -*A minimum \_\_-foot reservoir space be provided between any ingress security gate(s) and the property line … Reservior space increases to \_\_-foot if driveway serves more than\_\_\_ parking spaces.*

*-Parking stalls shall be designed so that a vehicle is not required to back into or out of any public street or sidewalk, LAMC 12.21-A,5(i)a.*

*-A parking area and driveway plan be submitted to the Citywide Planning Coordination Section of the Department of Transportation for approval prior to submittal of building permit plans for plan check by the Department of Building and Safety.*

These conditions require review of the parking and driveway plan for the project. An additional fee of $535.00 may be required for review of plans including proposed new driveways.

-FEES:

Example: *-That a fee in the amount of xxx be paid for the Department of Transportation as required per Ordinance No. \_\_\_\_\_ and LAMC Section 19.15 prior to recordation of the final map. Note: the applicant may be required to comply with any other applicable fees per this new ordinance.*

-DOT CASE CONDITIONS:

Example: *-Project shall be consistent with the Department of Transportation traffic assessment report of \_\_\_\_\_\_, DOT Case No. \_\_\_\_\_\_\_\_ to the attention of \_\_\_\_\_, Department of City Planning.*

This condition requires compliance with requirements and mitigation measures from a DOT traffic assessment report. If offsite improvements are required, posting of a bond to guarantee the improvements through the B-Permit process may be required prior to clearing the condition.

OTHER CONDITIONS:

Other project specific conditions and fees may also be applicable. Contact DOT directly for information and requirements to clear any other DOT conditions listed in the LOD.

BOE MERGER CONDITION:

Example: *- That the Department of Transportation in a letter to the Advisory Agency state that they have no objection to the merger of \_\_\_\_\_.*

This is a DOT related condition listed within the BOE conditions that requires a no objection letter from DOT for a merger of public right-of-way. Contact DOT directly for any requirements to request the letter. It is cleared by BOE Land Development once the letter is received from DOT.

FIRE DEPARTMENT (LAFD)

SUITABLE ARRANGEMENTS WITH FIRE DEPARMENT:

Example: *-Prior to recordation of a final map or the approval of a building permit, a plot plan shall be submitted to the Fire Department. The following recommendations relative to fire safety shall be incorporated into the project’s building plans:*

 *a)…*

 *b)…*

This condition requires that plans be submitted to the LAFD Hydrants and Access Unit for review. Various project specific requirements are typically listed as part of the condition. The LAFD Hydrants and Access Unit is located at 201 N Figueroa Street, 3rd Floor, and can be reached at 213-482-6543. An appointment is required and a fee of $254.00 is charged for review. Once conditions are satisfied, LAFD will clear conditions electronically in the MapStatus system.

OTHER CONDITIONS:

Other project specific conditions may also be applicable. Contact LAFD Hydrants and Access Unit directly for information and requirements to clear any other LAFD conditions listed in the LOD.

DEPARTMENT OF WATER AND POWER

WATER SYSTEMS:

Example: *- Satisfactory arrangements shall be made with the Los Angeles Department of Water and Power (LADWP) for compliance with LADWP’s Water System Rules and requirements. Upon compliance with these conditions and requirements, LADWP’s Water Services Organization will forward the necessary clearances to the Bureau of Engineering. (This condition shall be deemed cleared at the time the City Engineer clears Condition No. S-1.(c).)*

 *OR*

*-That prior to the issuance of a grading or building permit, satisfactory arrangements shall be made with the Department of Water and Power for the following:*

*a)…*

This condition requires DWP Water Systems review of the map. When the Final Map application is submitted, two copies of the map are sent to DWP Water Distribution Division for review. The WDD District Engineer will review the Final Map and respond to BOE with a letter either clearing the tract for recordation or stating that LADWP objects to clearance until Water System requirements and conditions are met, and financial arrangements made (In some cases, requirements and conditions may be listed in the LOD). [ATTACHMENT-5 – DWP form]. WDD will generate a Water Design Report which is provided to Water New Business to generate a Letter of Charges to be sent to the applicant. Once the applicant pays all fees listed in the Letter of Charges, Water New Business will issue a clearance memo to the WDD Engineer. Once the condition has been satisfied, WDD will provide a clearance letter to Bureau of Engineering and LGD will sign off the condition in MapStatus. (NOTE: Communications from DWP Water Distribution Division and DWP Real Estate Division are both required in order for LGD to clear S-1(c)).

Water Service contact information: [ATTACHMENT-6 – DWP Districts Map].

WATER AND POWER SYSTEMS (BOE STANDARD CONDITION):

Example: -*S-1.*

*(a) …*

*(b) …*

*(c) That satisfactory arrangements be made with both the Water System and the Power System of the Department of Water and Power with respect to water mains, fire hydrants, service connections and public utility easements.*

This condition, provided under Bureau of Engineering Standard Condition S-1(c), requires that both DWP Water Systems, and DWP Power Systems be satisfied with respect to provision of necessary DWP facilities and easements. The condition requires DWP Water Systems and DWP Power Systems to review the final map. When the Final Map application is submitted, copies of the map are sent to DWP Water Distribution Division and DWP Real Estate for review. (For DWP Water Systems clearance details, see above). For DWP Power Systems clearance, DWP Real Estate Division sends the Final Map to the Tract Design Group for identification of existing unrecorded overhead power facilities that may need to be preserved of record and for the design of underground conduit, if any, by working with the applicant. DWP-Tract Design Group may determine specific requirements for the project upon review. Once the requirements have been satisfied, DWP Real Estate Division will issue a clearance letter, including a map with location of required easements.

DWP Water Distribution Division and DWP Real Estate Division will separately provide clearance letters to Bureau of Engineering for Water Systems and Power Systems, respectively, and once both clearances have been received LGD will sign off the condition in MapStatus.

See above for Water Systems contact information. For DWP Power Systems, contact the DWP Real Estate Division at 213202-0509 or 213-202-0510; and the Tract Design Group at 213-367-8057.

OTHER CONDITIONS:

Other project specific conditions may also be applicable. Contact DWP directly for information and requirements to clear any other DWP conditions listed in the LOD.

BUREAU OF STREET LIGHTING

MAINTENANCE ASSESSMENT DISTRICT:

Example: *- Prior to the recordation of the final map or issuance of the Certificate of Occupancy (C of O), street lighting improvement plans shall be submitted for review and the owner shall provide a good faith effort via a ballot process for the formation or annexation of the property within the boundary of the development into a Street Lighting Maintenance Assessment District*.

This condition requires that the Street Lighting B-Permit plans be submitted to BSL for preliminary approval. BSL B-Permit Group will forward the plans to the BSL Assessment Division, Proposition 218 Section to initiate the ballot process. BSL Assessment Division, Proposition 218 Section is located at 1149 S Broadway, Suite 200 and can be reached at 213-847-1500. The cost of the ballot process is covered by funds from the B-Permit work order. The developer must provide a good faith effort, and a re-ballot may be necessary in the event of a negative vote. Once the condition is satisfied, BSL Assessment Division, Proposition 218 Section will clear the condition in MapStatus.

[ATTACHMENT 7 – Assessment instruction sheet]

STREET LIGHTS (BOE STANDARD CONDITION):

Example: -*S-3. That the following improvements are either constructed prior to recordation of the final map or that the construction is suitably guaranteed:*

*(a) …*

*(b) …*

*(c) Install street lighting facilities to serve the tract as required by the Bureau of Street Lighting.*

*(i) Construct new street light: one (1) on \_\_\_\_\_\_\_\_.*

*(ii) Relocate and upgrade one (1) street light on \_\_\_\_\_.*

This condition, typically provided under Bureau of Engineering Standard Condition S-3(c), is for the street lighting facilities requirements. Street Lighting B-Permit plans are submitted as part of the B-Permit plan check process to BSL B-Permit Group. The guarantee of street lighting improvements is included as part of the BOE District Office clearance letter for the public improvements. Once the clearance letter is issued by the BOE District Office, LGD Final Map Unit will clear the condition in MapStatus.

OTHER CONDITIONS:

Other project specific conditions may also be applicable. Contact BSL directly for information and requirements to clear any other BSL conditions listed in the LOD.

BUREAU OF SANITATION

SEWER/STORM DRAIN SYSTEM REVIEW:

Example: *-Clean Water North Collection Division of LA Sanitation has inspected the sewer/storm drain lines serving the subject tract and found (no) potential problems to their structure or potential maintenance issues, as stated in the memo dated Month Day, Year. Upon compliance with its conditions and requirements, the LA Sanitation, Clean Water North Collection Division will forward the necessary clearances to the Bureau of Engineering. (This condition shall be deemed cleared at the time the City Engineer clears Condition No. S-1. (d).)*

This condition requires verification of sewer capacity, payment of sewer facilities charges, and any necessary permits. Existing sewer facilities to remain must have easements shown on the map or dedicated by the map. In most cases this condition can be cleared by BOE upon clearance of conditions S-1 a, d, e and f.

Cases with additional requirements identified may require additional review from LA Sanitation, Clean Water North Collection Division. A clearance memo from LA Sanitation to BOE will be needed in such cases.

[ATTACHMENT 8 – BOS Checklist]

OTHER CONDITIONS:

Other project specific conditions may also be applicable. Contact BOS directly for information and requirements to clear any other BOS conditions listed in the LOD.

INFORMATION TECHNOLOGY AGENCY

CABLE TELEVISION REQUIRMENTS PER 17.05.N:

Example: *-That satisfactory arrangements be made in accordance with the requirements of the Information Technology Agency to assure that cable television facilities will be installed in the same manner as other required improvements. Refer to the LAMC Section 17.05-N. Written evidence of such arrangements must be submitted to the Information Technology Agency, ….*

This condition requires that the applicant provide proper documentation to ITA from the cable television provider assuring installation or guarantee of cable television services per L.A.M.C. Section 17.05.N. Applicants should contact ITA Citywide Audio/Video and Security Section at cabletv.ita@lacity.org for instructions and contact information. The applicant is responsible for contacting the cable television provider to request a clearance letter. Additional requirements and costs from the cable television provider may be applicable. The letter must be provided to ITA, along with the cable television provider facility map, and the location map, as applicable. There is no fee from ITA to clear the condition. Once the condition is satisfied, ITA will clear the condition in MapStatus.

OTHER CONDITIONS:

Other project specific conditions may also be applicable. Contact ITA directly for information and requirements to clear any other ITA conditions listed in the LOD.

DEPARTMENT OF RECREATION AND PARKS (RAP)

QUIMBY FEE:

Example: *-That the Quimby Fee be based on the … Zone*

 *or*

*-That the Park Fee paid to the Department of Recreation and Parks be calculated as a Subdivision (Quimby in-lieu) fee.*

Depending on whether the map is a vesting map or not, one of these conditions will be applicable. This condition requires payment of the Quimby Fee. The Park Fee Calculation Application is submitted to the RAP Planning Maintenance and Construction Branch at 221 N Figueroa St., 4th Floor. RAP will send a letter to BOE when the condition is cleared.

[ATTACHMENT 9 – RAP Fee Application form and instructions]

OTHER CONDITIONS:

Other project specific conditions may also be applicable. Contact RAP directly for information and requirements to clear any other RAP conditions listed in the LOD.

URBAN FORESTY DIVISION AND THE DEPARTMENT OF CITY PLANNING

PROTECTED TREE REQUIREMENTS:

Example: *-Prior to the issuance of a grading permit, the applicant shall submit a tree report and landscape plan prepared by a Municipal Code-designated tree expert as designated by LAMC Ordinance No. 177,404, for approval by the City Planning Department and the Urban Forestry Division of the Bureau of Street Services.*

*A minimum of # trees (a minimum of 48 inch box in size if available) shall be planted for each one that is removed. The canopy of the oak trees planted shall be in proportion to the canopies of the oak trees removed per Ordinance No. 177,404, and to the satisfaction of the Urban Forestry Division of the Bureau of Street Services and the Advisory Agency.*

This condition establishes the requirements for replacement of protected trees. The required reports and landscape plan are submitted to Bureau of Street Services Urban Forestry Division (UFD) for review. Protected tree removals must be approved by the Board of Public Works; UFD is the lead agency for obtaining Board approval. UFD can be reached at 213-847-3077. Two clearances are created in MapStatus for the condition (one for Planning and one for UFD). UFD issues a clearance memo to City Planning (with a copy to LGD) confirming that their requirements have been met. Once the condition is satisfied, the Planning Department clearance is cleared by City Planning in MapStatus. The UFD clearance is cleared by LGD in MapStatus upon receipt of the clearance memo from UFD.

STREET TREES (BOE STANDARD CONDITION):

Example: -*S-3. That the following improvements are either constructed prior to recordation of the final map or that the construction is suitably guaranteed:*

*(a) …*

*(b) …*

*(c) …*

*(d) Plant street trees and remove any existing trees within dedicated streets or proposed dedicated streets as required by the Urban Forestry Division of the Bureau of Street Services. All street tree plantings shall be brought up to current standards. When the City has previously been paid for tree planting, the subdivider or contractor shall notify the Urban Forestry Division ((213) 847-3077) upon completion of construction to expedite tree planting.*

This condition, typically provided under Bureau of Engineering Standard Condition S-3(d), is for the street tree requirements within the public right-of-way. The street tree requirements are determined by UFD, through review of the Final Map and any permit plans. UFD will determine the number of trees to be guaranteed. The guarantee of street trees is included as part of the BOE District Office clearance letter for the public improvements. The BOE District Office requires a clearance from UFD to be sent to them prior to issuing the BOE District Office clearance letter to LGD. Once the clearance letter is issued by the BOE District Office, LGD Final Map Unit will clear the condition in MapStatus.

OTHER CONDITIONS:

Other project specific conditions may also be applicable. Contact \_\_\_\_ directly for information and requirements to clear any other UFD conditions listed in the LOD.

NON-CITY AGENCIES

In some cases, non-City agencies may have a separate condition in the LOD. Applicants should refer to the contact information and instructions listed in the condition. Typically, a letter from the agency is required to clear the condition. LGD will clear the condition in MapStatus once a clearance letter is received.

Typical non-City agencies that may have a clearance include (but are not limited to) the following:

-LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (MTA)

-COUNTY OF LOS ANGELES (VARIOUS DEPARTMENTS)

-LOS ANGELES UNIFIED SCHOOL DISTRICT (LAUSD)

-STATE OF CALIFORNIA, DEPARTMENT OF TRANSPORTATION (CALTRANS)

-US ARMY CORPS OF ENGINEERS

DEPARTMENT OF CITY PLANNING – SITE SPECIFIC CONDITIONS

These site specific conditions are to be cleared by the City Planning Development Services Center public counter (Metro: 213-482-7077, Valley: 818-374-5050, West LA: 310-231-2598). An appointment is required to clear conditions and can be requested at planning.lacity.org.

COVENANT AND AGREEMENT:

Example: *-* *Prior to the recordation of the final map, the subdivider shall prepare and execute a Covenant and Agreement (Planning Department General Form CP-6770) in a manner satisfactory to the Planning Department, binding the subdivider and all successors to the following:*

 *a)…*

 *b)…*

 *c)…*

This condition lists a series of site specific requirements for the subdivision. A Covenant and Agreement must be executed and submitted to City Planning at the Development Services Center [ATTACHMENT 10 – Planning Master C&A] Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

PLANNING CASE CONDITIONS:

Example: *-* *That prior to the issuance of the building permit or the recordation of the final map, a copy of the Case No. XX-####-####-XX shall be submitted to the satisfaction of the Advisory Agency. In the event that Case No. XX-####-####-XX is not approved, the subdivider shall submit a tract modification..*

This condition may be required when there is an accompanying discretionary action with the subdivision request. Applicant shall provide the necessary documentation to City Planning at the Development Services Center and once the condition is satisfied, City Planning will clear the condition in MapStatus.

EXPEDITED FEES:

Example: *-* *Prior to the clearance of any tract map conditions, the applicant shall show proof that all fees have been paid to the Department of City Planning, Expedited Processing Section.*

This condition applies to expedited cases only. City Planning will clear the condition in MapStatus once fee payment has been verified.

HAUL ROUTE COVENANT AND AGREEMENT:

Example: *- Prior to the issuance of a grading permit, the subdivider shall record and execute a Covenant and Agreement (Planning Department General Form CP-6770), binding the subdivider to the following haul route conditions:*

*a)…*

 *b)…*

This Covenant and Agreement condition may be required where a haul route approval is part of the subdivision request [ATTACHMENT 10 – Planning Master C&A]. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

HOUSING – AFFORDABLE UNITS COVENANT AND AGREEMENT:

Example: *-* *Prior to the recordation of the final map, the owner shall execute a covenant to the satisfaction of the Los Angeles Housing and Community Investment Department (HCIDLA) to make (#) units of the development available for rental or sale solely to lower- or very low- income households, at a rental or sales price determined to be affordable to (lower- or very low- or moderate- income households) by HCIDLA, for a period of 55 years. Said units shall be comparable in size, number of bedrooms, distribution, and amenities to the non-income-restricted units in the development.*

This Covenant and Agreement condition may be required where there is an accompanying density bonus request. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

TENANT RELOCATION CONDITIONS:

Examples: *-That the applicant execute and record a Covenant and Agreement (Planning Department General Form CP-6770) in a form satisfactory to the Advisory Agency binding the applicant and any successor in interest to provide tenant relocation assistance and establish a relocation program in a manner consistent with Section 47.07 of the Los Angeles Municipal Code relating to demolition. The covenant and agreement shall be executed and recorded with 10 days after the expiration of the appeal period (and final action thereon) and a copy provided to each eligible tenant within five days of recordation of the covenant and agreement.*

*-* *Within 10 days after the time to appeal has expired, the applicant shall execute and record a Covenant and Agreement (Planning Department General Form CP-6770) in a form satisfactory to the Advisory Agency binding the applicant and any successor in interest to the affirmative duty to abide by all provisions of the Ellis Act (Government Code §§ 7060, et seq.) and §§ 151.22 – 151.28 of the Los Angeles Municipal Code.*

These Covenant and Agreement conditions may be required in some cases where Rent-Stabilized Units are being demolished [ATTACHMENT 10 – Planning Master C&A]. Contact City Planning directly for information and requirements to clear the condition. Some outside clearances may also be required prior to City Planning clearing the condition. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

OTHER CONDITIONS:

Other project specific conditions and Covenant and Agreement conditions for projects located in certain areas (Specific Plans, CRA Redevelopment Areas, etc …) may also be applicable. Contact City Planning directly for information and requirements to clear any other City Planning conditions listed in the LOD.

In cases with an EIR or MND, mitigation measures will be added in the following section:

DEPARTMENT OF CITY PLANNING – ENVIRONMENTAL MITIGATION MEASURES

MITIGATION MONITORING:

Example: -*That prior to recordation of the final map, the subdivider shall prepare and execute a Covenant and Agreement (Planning Department General Form CP-6770 and Exhibit CP-6770. M) in a manner satisfactory to the Planning Department requiring the subdivider to identify (a) mitigation monitor(s) who shall provide periodic status reports on the implementation of mitigation items required by Mitigation Condition No(s). # and # of the Tract’s approval satisfactory to the Advisory Agency. The mitigation monitor(s) shall be identified as to their areas of responsibility, and phase of intervention (pre-construction, construction, post construction/maintenance) to ensure continued implementation of the above mentioned mitigation items.*

This Covenant and Agreement condition relates to the MM and CM conditions listed below [ATTACHMENT 10 – Planning Master C&A]. Contact City Planning directly for information and requirements to clear the condition. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

COVENANT AND AGREEMENT MM:

Example: *-* *Prior to the recordation of the final map, the subdivider will prepare and execute a Covenant and Agreement (Planning Department General Form CP-6770) in a manner satisfactory to the Planning Department, binding the subdivider and all successors to the following:*

*MM-1…*

*MM-2…*

*MM-3…*

This condition lists the applicable mitigation measures from the EIR or MND and requires a Covenant and Agreement to be executed [ATTACHMENT 10 – Planning Master C&A]. Mitigation Plan submittal to City Planning may be required for clearance. Contact City Planning directly for information and requirements to clear the condition. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

CONSTRUCTION MITIGATION COVENANT AND AGREEMENT CM:

Example: *-* *Prior to the issuance of a grading or building permit, or the recordation of the final map, the subdivider shall prepare and execute a Covenant and Agreement (Planning Department General Form CP-6770) in a manner satisfactory to the Planning Department, binding the subdivider and all successors to the following:*

*CM-1*

*CM-2…*

*CM-3…*

This condition lists the applicable construction mitigation measures from the EIR or MND and requires a Covenant and Agreement to be executed [ATTACHMENT 10 – Planning Master C&A]. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

Department of City Planning also includes standard conditions specific to the types of subdivisions listed below:

DEPARTMENT OF CITY PLANNING – SINGLE FAMILY CONDITIONS/SMALL LOT HOME CONDITIONS

MODEL HOME CONDITIONS:

Example: *SF-1/SL-1. That approval of this tract constitutes approval of model home uses, including a sales office and off-street parking. If models are constructed under this tract approval, the following conditions shall apply:*

 *1. Prior to recordation of the final map, the subdivider shall submit a plot plan for approval by the Development Services Center of the Department of City Planning showing the location of the model dwellings, sales office and off-street parking. The sales office must be within one of the model buildings.*

 *2. All other conditions applying to Model Dwellings under Section 12.22A, 10 and 11 and Section 17.05 O of the Code shall be fully complied with satisfactory to the Department of Building and Safety.*

This condition applies to model homes and requires submittal of a plot plan to City Planning for approval. Additional submittals may apply. Contact City Planning directly for information and requirements to clear the condition. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

LANDSCAPE PLAN:

Example: *SF-2/SL-2. That a landscape plan, prepared by a licensed landscape architect, be submitted to and approved by the Advisory Agency in accordance with CP-6730 prior to obtaining any grading or building permits before the recordation of the final map. The landscape plan shall identify tree replacement on a 1:1 basis by a minimum of 24-inch box trees for the unavoidable loss of desirable trees on the site.*

*In the event the subdivider decides not to request a permit before the recordation of the final map, a covenant and agreement satisfactory to the Advisory Agency guaranteeing the submission of such plan before obtaining any permit shall be recorded.*

*a)…*

*b)…*

This condition applies to landscaping and requires submittal of a stamped landscape plan to City Planning [ATTACHMENT 10 – Planning Master C&A]. The condition may have several project specific items for review. In some cases it may be cleared by Covenant and Agreement. Contact City Planning directly for information and requirements to clear the condition. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

DEPARTMENT OF CITY PLANNING - STANDARD CONDOMINIUM CONDITIONS

MODEL HOME CONDITION:

C-1: This condition applies to model homes and requires submittal of a plot plan to City Planning for approval. Additional submittals may apply. Contact City Planning directly for information and requirements to clear the condition. Once the condition has been satisfied, City Planning will clear the condition in MapStatus

RECREATION AND PARKS FEE:

C-2: This condition requires that a Recreation and Park fee be paid or guaranteed per Section 17.12 of the municipal code. Payment is made to RAP. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

LANDSCAPING PLAN:

C-3: This condition applies to landscaping and requires submittal of a stamped landscape plan to City Planning [ATTACHMENT 10 – Planning Master C&A]. The condition may have several project specific items for review. In some cases it may be cleared by Covenant and Agreement. Contact City Planning directly for information and requirements to clear the condition. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

BUILDING PERMIT PRIOR TO RECORDING:

C-4:

Example: *In order to expedite the development, the applicant may apply for a building permit for an apartment/commercial building. However, prior to issuance of a building permit for apartments/commercial building, the registered civil engineer, architect or licensed land surveyor shall certify in a letter to the Advisory Agency that all applicable tract conditions affecting the physical design of the building and/or site, have been included into the building plans. Such letter is sufficient to clear this condition. In addition, all of the applicable tract conditions shall be stated in full on the building plans and a copy of the plans shall be reviewed and approved by the Advisory Agency prior to submittal to the Department of Building and Safety for a building permit.*

*OR*

*If a building permit for apartments will not be requested, the project civil engineer, architect or licensed land surveyor must certify in a letter to the Advisory Agency that the applicant will not request a permit for apartments and intends to acquire a building permit for a condominium building(s). Such letter is sufficient to clear this condition.*

This condition relates to the application for building permit as apartments or commercial building prior to recording the condominium map. A communication to the City Planning Department is required. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

DEPARTMENT OF CITY PLANNING - STANDARD COMMERCIAL CONDOMINIUM CONDITIONS

LANDSCAPING:

CC-1: This condition applies to landscaping and requires submittal of a stamped landscape plan to City Planning [ATTACHMENT 10 – Planning Master C&A]. The condition may have several project specific items for review. In some cases it may be cleared by Covenant and Agreement. Contact City Planning directly for information and requirements to clear the condition. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

BUILDING PERMIT PRIOR TO RECORDING:

CC-2: This condition relates to the application for building permit as a commercial/industrial building prior to recording the condominium map. A communication to the City Planning Department is required. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

DEPARTMENT OF CITY PLANNING - STANDARD COMMERCIAL CONDOMINIUM CONVERSION CONDITIONS

ACKNOWLEDGEMENT OF CITY ENGINEER CERTIFICATION

CC-1:

Example: *-The subdivider shall acknowledge that the City Engineer will certify the map as being correct only with respect to the areas shown on the tentative map. The City Engineer will not certify as to the accuracy or compliance with local ordinances of any division of air space, which may be shown on additional sheets of the final map. (City Engineer 201 N. Figueroa Street, 2nd Floor).*

This condition is an acknowledgement by the subdivider as to the final map being certified by BOE with respect to the areas shown on the tentative map, and not to compliance with local ordinances or to airspace divisions. A communication to the City Planning Department is required. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

INSPECTION REPORT:

CC-2:

Example: *- That a Building Inspection Report be submitted prior to recordation of the final map. Said report shall be prepared by a registered civil or structural engineer, licensed general building contractor, licensed general engineering contractor or architect. As necessary, the inspection shall be conducted by a team of experts certified by the International Conference of Building Officials, with specialty in mechanical, electrical, plumbing and structural engineering. Said report shall show substantial compliance with applicable provisions of Chapter IX of the Los Angeles Municipal Code for existing commercial buildings, taking into account nonconforming rights. In addition, prior to inspecting the building, the subdivider or owner shall obtain from the tenants a list of defects and necessary repairs which in their opinion exist on the site and the common areas, unit or structure. CP-6711 will not be prepared unless a tenant’s list of defects are submitted. The Advisory Agency has guidelines available at 201 N. Figueroa Street, 4th Floor for the preparation of Building Inspection reports.*

*The report shall indicate the condition and estimated remaining useful life of the roof, foundation, plumbing, electrical, heating, air conditioning, other mechanical and structural systems. Prior to recordation of the final map, any deficiencies determined by the inspection shall be corrected and satisfactory evidence shall be submitted to the Advisory Agency that said corrections have been made. A certified parking plan shall be required as a part of this condition and all spaces shall be in place prior to recordation.*

*OR*

*The Department of Building and Safety shall certify to the satisfaction of the Advisory Agency that the existing structure meets all applicable Codes to its satisfaction for the proposed commercial use.*

This condition submittal of a Building Inspection Report for the existing building for compliance with codes. The condition allows for Building and Safety or other approved experts to provide certification. Submittal of a tenant’ts list of defects may be required prior to the report being accepted. Contact City Planning directly for information and requirements to clear the condition. Once the condition has been satisfied, City Planning will clear the condition in MapStatus.

BUREAU OF ENGINEERING – STANDARD CONDITIONS

S-1 (a, e,f,k); S-2 (b,c,d,e); and S-3 (a-i): These conditions are related to public improvements requirements and are cleared by BOE District Office after public improvements have been guaranteed to the satisfaction of the City Engineer.

Typically, condition S-3(i) will list the site-specific requirements for public improvements to be constructed for the subdivision. Public improvements must either be constructed prior to the recordation of the map or they must be suitably guaranteed. (See “PUBLIC IMPROVEMENTS (BOE STANDARD CONDITION S-3(i)):” in the BUREAU OF ENGINEERING- SPECIFIC CONDITONS” section above for details on how to suitably guarantee public improvements.)

Conditions S-1(a) and S-2(e) may require sewer facilities fees (SFC) or bonded sewer fees to be paid with the BOE District Office prior to clearance. Any applicable fees will be determined by the District Office.

Conditions S-1(e,f,k), S-2(b,c,d), and S-3(a,e,f,g,h) are general conditions that are applied to all projects and are enforced during plan check and construction of the public improvements. They are also considered cleared by suitable guarantee of the improvements.

For all of these S conditions related to public improvements, in order to clear the conditions, a clearance letter from the District Office to LGD is required. LGD will review and clear conditions related to public improvements in MapStatus once the clearance letter is received.

S-3 (c): This condition is the requirement for street lighting facilities to serve the subdivision. The guarantee of street lighting improvements is included as part of the BOE District Office clearance letter for the public improvements. Once the clearance letter is issued by the BOE District Office, LGD Final Map Unit will clear the condition in MapStatus. (See “BUREAU OF STREET LIGHTING” section above).

S-3 (d): This condition is the street tree requirements for the subdivision. The guarantee of street trees is included as part of the BOE District Office clearance letter for the public improvements. The BOE District Office requires a clearance from UFD to be sent to them prior to issuing the BOE District Office clearance letter to LGD. Once the clearance letter is issued by the BOE District Office, LGD Final Map Unit will clear the condition in MapStatus. (See “URBAN FORESTRY DIVISION AND CITY PLANNING” section above).

S-1 (b) and S-2(a): These conditions are related to survey boundary monuments and are cleared by BOE Survey Division after inspection of monuments, or by LGD when a bond is posted in the case of a “to be set” map.

Each final map shall show durable monuments of not less than two-inch steel pipe at least 24 inches long found or set at or near each boundary corner and at immediate points, approximately 1,000 feet apart, or at such lesser distance as may be necessary by topography or culture to insure accuracy in re-establishment of any point or line without unreasonable difficulty. The precise position and character of each monument shall be shown on the final map. Where the elevation of the top of each such monument is not approximately level with the surface of the ground, its relative position shall be indicated.

The establishment of boundary monuments may be required by the Survey Division prior to the recordation of the final map; however such requirement may be modified to accept the submission of complete field notes as evidence of a thorough survey, or the setting of only a portion of the boundary monuments, or the referencing of monuments to adjacent reference points and a timely field inspection by Survey Division after the setting of the boundary monuments. Said reference points shall be indicated in a set of field notes showing clearly the ties between such monuments. Said boundary monuments shall be indicated in a set of field notes showing clearly the ties for such monuments of a sufficient number to accurately reestablish each boundary monument after recordation of the final map. Said boundary monuments shall be properly located in such manner as deemed by the Survey Division to be suitable and sufficient. The map checker will determine the required number of monuments to be inspected and the applicant may then pay the required inspection fees. Inspection fees are $292.11 for the first monument and $85.60 for each additional monument. A processing fee of $474.01 is also required. Once the map is conditionally approved for mylar, inspection may be requested by the applicant by contacting BOE Survey Division – Monument Inspection. Inspection must be completed prior to recording the map. BOE Survey Division will clear the condition in MapStatus.

In the event any or all of the monuments required are “to be set” subsequent to the recordation of the final map, the map shall clearly show and describe such monuments. The sub-divider shall agree to have all monuments so deferred set no later than twenty four months after the recordation date of the final map. When setting of final monuments are so deferred, a Survey Monument Bond shall be posted. The purpose of the bond is to guarantee payment to the surveyor for setting the final monuments and/or guarantee the setting of the final monuments in the event of death, disability or retirement of the surveyor of record pursuant to Section 66497 of the Subdivision Map Act. Survey Monument Bonds are calculated at the rate of $1500 for the first monument and $450 for each additional monument. A one time Survey Monument Bond Processing Fee of $474.01 will be charged for the cost of managing the deposit and processing refunds.

The cash deposit shall be posted at the Land Development Group Public Counter. A Survey Monument Bond receipt shall be issued. The name of the depositor shall be entered on the receipt. LGD will clear the condition in MapStatus upon posting the bond.

S-1(c): These conditions are DWP Water System and Power System Requirements and are cleared by BOE Land Development Section after receiving clearance letters from both DWP Water and DWP Power. (See “DEPARTMENT OF WATER AND POWER” section above)

S-1 (d,g,i,l): These conditions are easement requirements that may be necessary for the construction of the public improvements or for access restriction. The BOE District Office determines if any of these easements are to be required. If these easements are necessary, easement requirements shall be provided in the BOE District Office clearance letter and shown on the Final Map.

S-1 (h,j): These conditions are for compliance with zoning requirements and acceptance of future easements, respectively. These items are reviewed by LGD Final Map Unit in the final review of the map.

“99”(NOD)

This condition is sometimes added into MapStatus. A “Notice of Determination” is to be filed by the Advisory Agency in cases where required by CEQA. If not filed, the period for appeal of CEQA determination may be extended. To clear the condition, either the filed Notice of Determination, or an “in-lieu” letter must be provided by the City Planning Department. LGD Final Map Unit will clear the condition upon receipt of the NOD or in-lieu letter.

- ADDITIONAL CONSIDERATIONS-

The following items each may be applicable to some final map cases:

EARLY START OF CONSTRUCTION

In some subdivision cases, such as small lot subdivisions or condominium conversions, building permits are sometimes issued prior to the recording of a map. There are certain criteria that must be met in order for early issuance of permits and early start of construction.

For some condominium projects, a building permit may be issued for construction on the existing lots as apartments or a commercial building, which will be converted to condominiums upon recording the map. Such projects may require statements from the Engineer, Architect, and/or Surveyor certifying compliance with map conditions to be submitted to City Planning as part of the Planning Department’s conditions (see “DEPARTMENT OF CITY PLANNING – STANDARD CONDOMINIUM CONDITIONS” section above). Additional conditions from City Planning or Building and Safety may apply. Dedications in such projects would be processed via the “Highway Dedication” process (L.A.M.C. 12.37). If the map requires dedication beyond the requirements of Section 12.37, (such as alleys or local streets) such additional dedications will also be required. All dedication applications are submitted to the BOE District Office and standard fees apply.

Some small lot subdivisions may also be allowed early issuance of building permits and early start of construction, if there are no proposed mergers of right-of-way on the map and no off-site common access. In these cases, all dedications required by the map must have been provided (by recording an Irrevocable Offer to Dedicate), and all sewer connections must be addressed (either through private sewer covenant or guarantee of a new mainline with house connections) prior to permit issuance. The dedication application is submitted to the BOE District Office as a “Voluntary Dedication”, and standard dedication fees apply. Since the dedication is already required by the map conditions, there is no need for additional Council approval of the voluntary dedication. If the I.O.D. has not been accepted by the City at the time the final map is ready to record, it may be terminated via the map, which grants the same dedications.

Additionally, Building and Safety and the City Planning Department require that a covenant and agreement be recorded agreeing that no final Certificate of Occupancy will be issued until after the final map is recorded. [ATTACHMENT 11 – SMALL LOT EARLY START C&A]

[L.A.M.C.17.06 A.2.f ]

UNIT MAPS

The filing of multiple final maps relating to one approved or conditionally approved Tentative Map may be filed prior to the expiration of the Tentative Map if certain conditions are fulfilled. Such maps in the City of Los Angeles are called Unit Maps or Phase Maps.

The Advisory Agency must make the determination that Unit Maps will be allowed in the L.O.D.

The exterior boundary encompassing all phases is to be shown on the map sheet of the first unit. The land to be subdivided in subsequent phases is to be labeled “Remainder Parcel”. Maps of subsequent units will not be approved before approval of the first unit. Only those dedications and easements required for that specific phase need to be shown on the map. In some cases, BOE may require that public improvements be guaranteed for portions of the map outside of a particular unit, if necessary for access.

The unit maps are numbered as: -1, -2, -3 etc… appended to the map number. There is no requirement that they be recorded in a particular order, except that the first to record shall show the exterior boundary of the entire tentative map, and the last to record shall have no appending number and no remainder parcels.

[SMA 66456.1, LAMC 17.07 B]

MODIFICATIONS, CLARIFICATIONS, CORRECTIONS, REVISED MAPS

MODIFICATION:

In general, no material changes to the conditions of approval shall be authorized without a prior Planning Department approval. To modify, delete, or add any conditions of approval, the applicant may request a modification from the Advisory Agency. The applicant will work with City Planning to provide all necessary information in the request. Depending on the scope of the request, modification may require referral of the request to various departments for comment, may require submittal of a revised tentative map, and may require a hearing. Contact the Advisory Agency for instructions and fees regarding any modification request. In some cases, a modification may be requested by another department.

If a modification is granted, a Modification Letter from the Advisory Agency will be generated, listing any modified conditions. New conditions will be added by LGD into MapStatus upon receipt of a modification letter. The issuance of a modification does not grant an extension of the map approval.

CLARIFICATION:

In the event that a condition requires clarification due to ambiguity or lack of information, a letter of clarification may be issued by the City Planning Department to clarify a condition. If warranted, a clarification letter may also be requested by another department or by the applicant. A letter of clarification is not used to authorize material changes to the conditions, deletions, or added conditions; such changes would require a modification. Contact the Advisory Agency for instructions regarding a letter of clarification.

CORRECTION:

To correct errors, omissions, etc… in the conditions, a letter of correction may be issued by the City Planning Department. If warranted, a correction letter may also be requested by another department or by the applicant. A letter of correction is not used to authorize material changes to the conditions, deletions, or added conditions; such changes would require a modification. Contact the Advisory Agency in the event that a correction to the conditions is necessary.

REVISED MAP:

A revised map is submitted when significant change from the previous approved tentative map is proposed or required. A revised map may be submitted as part of a modification request, or may be required as part of a condition of approval in the Letter of Determination. When a revised map is submitted, it must be submitted to the City Planning Department and date stamped as “Revised Map”. The Final Map will then be checked for conformance with the approved “Revised Map”, pending any modification approvals by the Advisory Agency.

[code references?]

EXTENSION OF TIME

The final map must be submitted to the City Engineer for certification before the expiration of the time limit. Submittal of the map to the City Engineer for certification occurs when LGD is ready to submit the final map to Council.

The initial approval of a tentative map is for a duration of 36 months. In the case of an appeal to the City or Area Planning Commission, or further, to Council, the last appeal action date will be the initiation of the 36-month period. Additional extensions may be granted by the Advisory Agency if such time extensions are requested in writing before the previous period expires. Some additional extensions may also be applicable per the Subdivision Map Act. In the event of any confusion over the time limit, the applicant should refer to the Advisory Agency for the official determination. Contact the Planning Department counter at (Metro: 213-482-7077, Valley: 818-374-5050, West LA: 310-231-2598) to request an extension or for clarification of the time limit for a particular map.

Extensions must be provided in writing from the Planning Department, either through a communication from the Planning Department or on the Time Extensions form. [ATTACHMENT – 12- Time Extension Form]

[code references, (SMA-“timely filing”)]

- FINAL REVIEW PROCESS-

After all conditions have been cleared in MapStatus, and BOE Survey Division has approved the map for mylar submittal, the map may be submitted to LGD for the final review. LGD staff will scan the mylar and order a subdivision guarantee from the title company, order the improvement bond and subdivision agreement from BOE Bond Control, check assessments, and verify county tax clearance with the County. Once all of these items are received/cleared, the map will be assigned to a LGD final map checker for final review and to prepare a report to Council.

[code references]

”97”(ASSESSMENTS)

This condition is to confirm that the area being subdivided is clear of any lien or unpaid assessment to the City of Los Angeles. It will be checked by BOE Land Development Section during final review, after the map check is completed, final mylar map is submitted, and all conditions from the LOD have already been cleared.

”98”(COUNTY TAXES)

This condition is to confirm that all taxes in the area being subdivided have been guaranteed and/or paid to the County of Los Angeles. It will be confirmed with the County Public Works Department by BOE Land Development Section during final review, after the final check print is conditionally approved by BOE Survey Division, final mylar map is submitted, and all conditions from the LOD have already been cleared.

The County Public Works Department confirms if taxes are cleared and if a tax bond has been posted to cover required taxes to the end of the year. NOTE: each year after October 31, tax bonds expire and the actual tax due must be paid in order to obtain clearance from the County.

– CITY COUNCIL APPROVAL

Once all final review is complete, and LGD has prepared a report to Council, the Manager at LGD will approve and sign the report, and stamp and sign the map on behalf of the City Engineer. The map will also be routed to Survey Division for stamp and signature by the Engineer of Surveys.

The approved report is then submitted electronically to the City Clerk to be scheduled for consideration on a City Council agenda. Typically, it may take 1-2 weeks from the date of submittal until the date of the Council meeting, due to processing time and agenda publishing requirements.

Once adopted at Council, and after the following Council meeting has closed to allow for reconsideration, the map is approved. LGD then delivers the map to City Clerk for stamp and signature. Typically it may take up to 1 week to allow for City Clerk stamp and signature of an approved map.

[code references]

– RECORDING WITH COUNTY

LGD typically delivers Council approved maps to the County on a weekly basis. Council approved maps are only delivered after all City stamps and signatures have been obtained. (Typically it may take up to 1 week to allow for City Clerk stamp and signature of an approved map.) The map is delivered to Los Angeles County Department of Public Works, Development Services for review and approval. County Public Works then delivers the map to the County Recorder’s Office for seal and signature and to be recorded. Typically, the County approval process may take 2-3 days.

In some cases, the County may reject a map for recording and return the map to LGD. LGD will contact the applicant and request any necessary items to be addressed, prior to returning the map to the County for recording.

Once the County Recorder’s Office records the map, the applicant may contact the recorder’s office for a copy. Typically within 2-3 weeks, a copy of the recorded map will be available on the County Public Works [Land Records Information website](https://pw.lacounty.gov/smpm/landrecords/).

Typically within 1-2 months, the recorded map will be plotted to the City’s landbase map by LGD-GIS Section, and viewable in the City’s GIS systems (NavigateLA and ZIMAS). Parcel ID’s will be assigned to the new lots in the GIS at this time.

[code references]