

III. HIGHWAY DEDICATION PROCEDURES**1. R-3 Dedication (Building Permit Application)**

Under Section 12.37 of the Los Angeles Municipal Code (LAMC), if the property is located in an R-3 or less restrictive zone, the property owner must dedicate and improve along the property frontage to current street standards prior to obtaining a building permit. (Attachment III-1)

The requirements for Highway Dedication may be determined at any of the Bureau of Engineering District Office's Constituent Service Centers (Attachment III-21). To determine if the property is subject to highway dedication:

- 1.1. Locate the property on NavigateLA.
- 1.2. Check for MapNotes.
- 1.3. To verify the zone, Double-click on the parcel and then Click on "Parcel Profile Report (BAS)". Scroll down the report to view the parcel's zone.
- 1.4. If the parcel is located in an R1, R2, RE or RA zone and there is no indication of a zone change or Planning Action pending, the project is not subject to R-3 Dedication.
 - 1.4.1. The parcel may be subject to R-3 dedication if a second unit is added to an R-1, per AB 1866 (Attachment III-23).
 - 1.4.2. Sign-off the Clearance Summary Worksheet for Highway Dedication as "Not Required" and add any necessary comments.
 - 1.4.3. If the parcel is located in an R-3 or less restrictive zone, or RD1.5, RD2 or RD3, the project is subject to R-3 Dedication. Verify less restrictive zones on the Department of City Planning's list of Generalized Summary of Zoning Regulations (Attachment III-2).
 - 1.4.4. If the project belongs to the Department of Recreation and Parks, see Attachment III-22 for specific procedures.
- 1.5. To determine the street designation, check the color of the street centerline or Double-click on the street centerline. The street designation will appear in the menu on the left-hand side. Click on

the street designation to view or print the Standard Street Dimensions Standard Plan S-470-0 (Attachment III-3).

- 1.5.1. Black: Major Highway
- 1.5.2. Red: Secondary Highway
- 1.5.3. Blue: Collector
- 1.5.4. Grey: Collector
- 1.6. If the street designation is a local street and the parcel is located more than 300-ft away from a major, secondary or collector street.
 - 1.6.1. Verify that a second unit is not being added to an R-1 lot (AB 1866).
 - 1.6.2. Verify that a Planning Action is not pending.
 - 1.6.3. Sign-off the Clearance Summary Worksheet for Highway Dedication as “Not Required” and add any necessary comments.
- 1.7. If the project is adjacent to a major, secondary or collector street, or is adjacent to a local street and within 300 feet of an arterial street, the dedication and improvements must be determined.
- 1.8. To determine the dedication requirements, ascertain the existing street right-of-way by turning on the “Rights-of-way” layer under Dimensions Text in the NavigateLA layers menu on the left.
 - 1.8.1. A set of saved layers for Highway Dedication may already have been created under the My NavigateLA tab.
 - 1.8.2. If a set of saved layers have not been saved for Highway Dedication, you may save it after you have chosen the appropriate layers to be visible.
 - 1.8.3. Compare the existing right-of-way to the current Standard Street Dimensions. If the existing half right-of-way is less than the standard dimension, the difference will be the dedication requirement.
- 1.9. If dedication is required, verify the limitations of the dedication by reviewing the following:

- 1.9.1. Area of dedication cannot exceed 25% of the lot area.
- 1.9.2. Dedication reduces the lot below a width of 50-ft.
- 1.9.3. Dedication reduces the lot below an area of 5,000 sf.
- 1.9.4. Dedication cannot be taken over an existing building that will remain.
- 1.9.5. If dedication is required, the project may be exempt due to one of the following reasons:
 - Construction of a single family dwelling when erected on a vacant lot.
 - An addition to a commercial building less than 500 square feet.
 - An addition to a legally existing residential building if no additional dwelling units or guest rooms are created.
- 1.9.6. Even though dedication is not required for this project, a field investigation must be completed to determine if any improvements are required.
- 1.10. If dedication is required, do not sign-off the Clearance Summary Worksheet. Give the customer the Highway Dedication Procedures handout (Attachment III-4) and explain the following:
 - 1.10.1. The required dedication. Print a copy of the map from NavigateLA and sketch the proposed dedication for the customer.
 - 1.10.2. Required Fees (See section 1.13). Refer to the current "Standard Fees, Charges & Deposits" in the online Permit Manual in the Technical Document Center for the following fees:
 - Dedication processing fee (including 7%).
 - Investigation fee (including 7%).
 - Total fee required for processing.
 - 1.10.3. Documentation required to complete the dedication process:

- Current copy of Preliminary Title Report that is less than 6 months old (Attachment III-5). Deeds, Subdivision Reports, Property Profiles are not acceptable.
- Copy of Building permit and Clearance Summary Worksheet.
- Notarized Letter of Intent, signed by the property owner (Attachment III-6).
- Approved site plan showing the existing and proposed property lines (Attachment III-7).

1.10.4. Public Works Improvements

- If the property is located on a corner lot, construction of an access ramp is required per LAMC Section 91.106.47.
- Repair and or replacement of damaged concrete curb, gutter and sidewalk.

1.11. Access Ramp Ordinance – LAMC Section 91.106.47 (Attachment III-8).

1.11.1. Regardless of the zoning and classification of the street, if a property is located on a corner lot, an access ramp is required.

1.11.2. Do not clear Clearance Summary Worksheet unless the access ramp is constructed or a guarantee bond is posted. (A-permit ?)

1.11.3. Exemptions to this requirement are:

- If an addition to a commercial structure is less than 500 sq ft.
- If an addition to a restaurant structure is less than 200 sq ft.
- One or two family dwelling or addition thereto located in a tract, parcel map or subdivision recorded prior to the effective date of this section.
- Where sidewalks are neither currently installed nor required by the city as a condition of development, at

either the location of the proposed development or the location of the otherwise proposed curb ramp.

1.12. Collection of Fees.

1.12.1. Open the highway dedication Databases

- Open the High dedication database on the left-hand side column click new case fill in the required information at the bottom of the page click update.
- On left hand side column click on process application fill in the required information at the bottom of the page click update.
- On left hand side column click Payment receipt fill in the required information at the bottom of the page click update.
- Click on print receipt (adobe file will come up)

~~1.12.2. Change the receipt number on the top of the form by changing it to the next number in line and Click on File, Save.~~

~~1.12.3. Complete the following information:~~

- ~~• District~~
- ~~• Applicant Name, Address, Phone and Fax numbers.~~
- ~~• Building Permit Application (BPA) number~~

1.13.2. If paying with a check, remember to write the BPA # on the check and include a phone number.

1.13.3. Verify appropriate fees are shown.

- If dedication is required, the investigation and processing fee is charged.
- If dedication is not required, only the investigation fee is charged.
- If project is exempt or is not subject to the R-3 Ordinance, no fee is charged.
- Refer to the current "Standard Fees, Charges & Deposits" in the online Permit Manual in the Technical Document Center.

- 1.12.4. Print out receipt and give to cashier along with method of payment for further processing.
- 1.12.5. The cashier will return with the register receipt, along with 2 copies of the Highway Dedication receipt to be distributed as follows:
 - One copy to customer along with register receipt.
 - One copy to new project file.
- 1.13. Schedule Field Investigation and collect the following:
 - 1.13.1. Copy of the Clearance Summary Worksheet (CSW).
 - 1.13.2. Copy of the NavigateLA print out.
 - 1.13.3. A contact name, telephone number and fax number.
 - 1.13.4. Place package in the Highway Dedication Field Investigation “In-Box”, OR,
 - 1.13.5. If property is located in another district, send a Fax or Email notifying the appropriate district office that a field investigation is required.
 - 1.13.6. Inform the customer that they will be notified of the results.
- 1.14. On PCIS, verify that the following clearances are included:
 - 1.14.1. “Construction on lot subject to Highway Dedication, per LAMC 12.37”
 - In the comments section, state the following: “XX-ft Dedication required, Field Investigation required, Improvements to be determined.”
 - Save status as “Pending” until the Field Investigation has been completed and the street improvements determined.
 - 1.14.2. “Permit for construction of driveways/curb ramps/sidewalks”

- In the comments section, state the following: “Field Investigation Pending and street improvements to be determined.”
 - Save status as “Pending” until the Field Investigation has been completed and the street improvements determined.
- 1.15. If the project is subject to the R-3 Ordinance, but, dedication is NOT required, the property owner is still responsible for any street improvements that may be required.
- 1.15.1. Inform the customer that a field investigation will be scheduled to determine the required street improvements, if any.
- 1.15.2. Request a site plan.
- 1.15.3. Collect Field Investigation Fees (See Section 1.13).
- 1.15.4. Schedule Field Investigation (See Section 1.14).
- 1.15.5. Verify PCIS clearances (See Section 1.15).
- 1.16. Generally, any existing landscaping, fences or non-standard improvements should be removed or relocated from the newly dedicated public right-of-way. Concrete sidewalk should be constructed in this area. However, in certain cases, the existing improvements may remain if the owner obtains a revocable permit (see Section VI).
- 1.17.1. If existing required parking falls within the newly dedicated area, LAMC 12.22.C.13 (Attachment VI-16) allows the spaces be directed to the revocable permit counter.

2. Hillside Ordinance

The following procedures shall be used to complete a Hillside Referral Form (Attachment III-9) or to determine if a property is subject to the Hillside Ordinance, LAMC Section 12.21.A.17 (Attachment III-10).

- 2.1. Locate the property on NavigateLA!
- 2.2. Check for MapNotes
- 2.3. Verify that the parcel is within the Hillside Ordinance area.
 - 2.3.1. To verify double-click on the parcel and look for the “Hillside Ordinance” item in the left menu, or
 - 2.3.2. View the Parcel Profile Report.
- 2.4. Verify that the parcel is located within an A1, A2, RA, RE, RS, R1 or RD zone.
 - 2.4.1. To verify the zone, double-click on the parcel and then Click on “Parcel Profile Report (BAS)”.
- 2.5. Verify whether a previous hillside referral form was completed.
 - 2.5.1. Double-click on parcel, click on “Hillside Referral Form”.
 - 2.5.2. Previously completed form is available if the “Edited” icon is in color.
 - 2.5.3. Click on icon, “Select Print Report” and print.
- 2.6. If a form was not previously completed, obtain the following information prior to completing the online form:
 - 2.6.1. Width of right-of-way (R/W).
 - 2.6.2. Width of roadway adjacent to property.
 - 2.6.3. Width of Continuous Paved Roadway (CPR)
 - 2.6.4. Location of existing sewer. Determine if available sewer is within 200 feet of the property.
- 2.7. Determine requirements.

- 2.7.1. Compare R/W and roadway width adjacent to the subject lot to Standard Hillside Limited dimensions. (R/W=36-ft, RDWY=28-ft)
- 2.7.2. Dedication: If half R/W is less than 18 feet, then the difference will be the required dedication.
- 2.7.3. Street Improvements: If the existing roadway along the frontage is less than 20 feet then street improvements are required through a Class “B” Permit (B-Permit).
- 2.7.4. Verify if CPR is at least 20 feet wide from the driveway apron of the property to the boundary of the hillside ordinance. The boundary may be either:
 - A collector, secondary, or major street that is 28 feet wide, or
 - The actual boundary of the hillside ordinance as described by the LADBS.
- 2.8. Exceptions to the Hillside Ordinance.
 - 2.8.1. The CPR is 28 feet wide or more.
 - 2.8.2. LADBS may determine the property is exempt from the Hillside Ordinance if (all must apply):
 - Cumulative addition less than 750 SF
 - Height of proposed addition does not exceed height of existing building.
 - Provide 2 off-street parking spaces.
- 2.9. Clearances
 - 2.9.1. Standard Hillside Limited St. (R/W \geq 36-ft and RDWY \geq 28-ft)
 - Save clearance item as “Approved”, no dedication or street improvements are required.
 - 2.9.2. Substandard Hillside Limited St.
 - If R/W < 36-ft and $\frac{1}{2}$ R/W < 18-ft, dedication is required. Save as “Pending”. Explain dedication

process to applicant and give them Highway dedication handout. .

- If RDWY < 20-ft, street improvements (B-Permit) is required or variance from Planning.
- A variance to waive street improvements may be obtained from Planning (Attachment III-11).

2.9.3. If CPR > 28-ft wide

- Save as “Approved”. Property is exempt from the Hillside Ordinance.

2.9.4. 20-ft < CPR < 28-ft

- Save as “Approved With Conditions”

2.9.5. 20-ft < CPR < 28-ft and ½ R/W < 18-ft

- Save as “Pending”, explain dedication requirements and give them the Highway Dedication Handout.

2.9.6. CPR < 20-ft wide

- Save as “Pending”. Street improvements (B-Permit) are required to improve the CPR to a width of 20-ft unless a variance is obtain from Planning (Attachment III-11).
- Explain dedication requirements and give them the Highway Dedication Handout.

2.10. Fees

- 2.10.1. If fees are required, collect the Dedication Processing Fee only. See Section 1.11.

3. Request For Waiver Of Hillside Ordinance Dedication

Per the Hillside Ordinance, LAMC 12.21.A.17, the BOE shall determine the dedication required for a standard Hillside Limited Street or to a lesser width due to engineering reasons. The following procedures shall be used to review requests to waive the dedication requirements:

- 3.1. Customer shall submit a written request to waive dedication requirements that should include the following:
 - 3.1.1. Engineering reasons for waiver.
 - 3.1.2. Site plans, Topo maps and survey.
 - 3.1.3. Photos of property and surrounding area.
- 3.2. Date stamp and enter applicant information into "Public Counter Correspondence Log" (H:/public counter)
- 3.3. Research and printout the following:
 - 3.3.1. Navigate LA Map with:
 - Highway Dedication layer
 - Aerial layer
 - 3.3.2. Street Plans.
 - 3.3.3. Previously approved waivers near the subject property.
 - 3.3.4. Hillside Referral Form.
 - 3.3.5. Planning Case/ Tract / Parcel Map Determination Letter near the subject property.
- 3.4. Place documents in manila folder with address shown on label.
- 3.5. Place the folder in the pending Hillside Dedication Waiver requests file in supervisor's office.
- 3.6. Supervisor will forward determination letter to CEA for review and comment.

- 3.7. If no comments or corrections are required, return to supervisor for signature.
- 3.8. Scan signed letter and mail original to applicant. (Attachment III-12)
- 3.9. Save scanned letter in appropriate folder on common drive.
- 3.10. Create Mapnote with determination. Attach scanned document to Mapnote. (Attachment III-13)
- 3.11. Print copy of letter for file.
- 3.12. Update Public Counter Correspondence Log and file project folder in "Hillside Waiver Requests" cabinet.

4. Processing Online Highway Dedication Documents

Once a completed Highway Dedication package has been accepted by public counter staff, the BOE is responsible for processing the package which is not completed until the dedication is accepted by the City Council.

The following outlines the procedure involved to complete the dedication process:

- 4.1. Review and accept Highway Dedication Package (see Section III.1.11.).
- 4.2. Complete field investigation and determine required street improvements, if necessary (see Section III.1.14.).
- 4.3. Open online Highway Dedication application.
- 4.4. Enter applicant information and upload appropriate documents.
 - 4.4.1. Electronically forward project to Survey to write legal description.
- 4.5. Once legal description is written, Survey forwards project to Real Estate to obtain property owner signatures on the Irrevocable Offer to Dedicate (IOD).
- 4.6. Once Real Estate obtains the property owner signatures and records the IOD, they electronically forward the project to BOE for further processing.
- 4.7. BOE staff prepares Resolution of Acceptance Package to be sent to City Engineer:
 - 4.7.1. Send email to Council District office and wait 7 calendar days to pass.
 - 4.7.2. Prepare and print a copy of the "Memo to City Engineer" (Attachment III-14).
 - 4.7.3. Prepare and print two (2) copies of the "Council Resolution" (Attachment III-15).
 - 4.7.4. Obtain supervisor signatures on the Transmittal Letter. The City Engineer signature line on the Resolution is left blank.

- 4.7.5. The package sent to City Engineer shall include the following:
- 1 Copy of Transmittal memo (Attachment III-16)
 - 1 Original signed Memo To City Engineer
 - 2 Original Resolutions
 - 1 copy of recorded IOD (Attachment III-17)
 - 1 copy of NavigateLA map showing dedication (Attachment III-18)
- 4.8. Make a copy of all documents for the project file and send to City Engineer for approval.
- 4.8.1. NOTE: Once the IOD is recorded, the City has one (1) year to complete the dedication process (City Council approval), otherwise BOE shall issue a release of the offer to dedicate.
- 4.9. Once BOE receives the Signed Resolution of Acceptance back from City Engineer, the Memo to Planning is prepared.
- 4.9.1. From the online Highway Dedication application, prepare and print the "Memo to Planning" (Attachment III-19).
- 4.9.2. The package sent to City Planning shall include the following:
- 1 Copy of Transmittal memo (Attachment III-20)
 - 1 Original Memo to Planning signed by the supervisor
 - 2 Original Council Resolutions (approved by City Engineer)
 - 1 Copy of NavigateLA map showing dedication
- 4.9.3. City Planning has 50 days to review and approve the Signed Resolution of Acceptance package or BOE may continue process after that time.
- 4.10. Once BOE receives the Approved Resolution of Acceptance from City Planning, the Memo to Real Estate Group is prepared.
- 4.10.1. From the online Highway Dedication application, prepare and print the "Memo to REG" (Attachment III-21).
- 4.10.2. The package sent to Real Estate Group shall include the following:
- 1 Copy of Transmittal memo (Attachment III-22)
 - 1 Original memo to REG signed by the supervisor

- 1 Approved Original Resolution

4.10.3. BOE files other signed Resolution in file.

4.11. Once the Real Estate Group receives the recorded Resolution, the project is closed-out by completing the following:

4.11.1. Real Estate scans and uploads recorded Resolution to the online Highway Dedication application.

4.11.2. The date is entered and the “Completed” box is checked to finalize the project.

4.12. The status of a Highway Dedication project can be checked by utilizing the various reports available from the main menu.

4.12.1. If an applicant is requesting clearance of the C of O, verify that Real Estate has completed the IOD.

5. ATTACHMENTS

- III-1: LAMC Sect 12.37
- III-2: Generalized Summary of Zoning Regulations
- III-3: Standard Plan S-470-0
- III-4: Highway Dedication Procedures
- III-5: Sample of Preliminary Title Report
- III-6: Sample of notarized Letter of Intent
- III-7: Sample of Site Plan
- III-8: LAMC Sect 91.106.47
- III-9: Sample Hillside Referral Form
- III-10: LAMC Sect 12.21.A
- III-11: LAMC Sect 12.24.X.21
- III-12: Hillside Dedication Waiver Letter
- III-13: Sample MapNote
- III-14: Memo to City Engineer
- III-15: Council Resolution
- III-16: City Engineer Transmittal Letter
- III-17: Irrevocable Offer to Dedicate
- III-18: Sample NavigateLA map
- III-19: Memo to Planning
- III-20: Planning Department Transmittal Letter
- III-21: Memo to Real Estate Group
- III-22: Real Estate Group Transmittal Letter