

RELINQUISHMENT APPLICATION PACKET

Relinquishment Application Checklist (all must be checked and submitted for the application to be complete)

- ☐ Completed application
- ☐ Payment in the amount of \$1,234.78 (per [LAAC 7.41.1. Payment of Fees for Future Easement Relinquishments](#) and [LAMC 61.03 – Surcharge for Equipment and Training](#)). These fees are non-refundable.
 - Checks – Make payable to the City of Los Angeles. Include a phone number on the “Note” line (your cancelled check is your receipt).
 - On-Line Payment Processing: Please contact LGD, via email, at eng.landdev@lacity.org for more information
- ☐ Map showing the future street or future alley to be relinquished or the legal description of the area
- ☐ Copy of Tract Map or Parcel Map which dedicated the future easement.
- ☐ Copy of Grant Deed or Title Report showing current owner. If the property has been sold within the past six (6) months, a new Title Report will be required
- ☐ Telephone number/email where you can be reached during the day.
- ☐ Email address where you can be reached.

All the above information and payment shall be submitted via email (eng.landdev@lacity.org) or by mail to:
City of Los Angeles, Bureau of Engineering
Permit Case Management Division,
Land Development Group
201 N. Figueroa Street, Suite 290
Los Angeles, CA 90012

What’s Included in the Investigation and Report

The City Engineer's Office, Land Development Division investigates the involved property to determine if it is subject to quiet title action under [Section 771.010 of the Code of Civil Procedures](#). If the property meets all of the requirements, the future street or future alley will be relinquished subject to [Section 771.020 of the Code of Civil Procedures](#). Property which cannot be relinquished will be subject to vacation proceedings, and the petitioner will be so notified in writing by the City Engineer's Office.

A report and document are prepared to clear the encumbrance over the property and submitted to the Board of Public Works for approval. Petitioner will be notified of this action and should contact the City's Real Estate Division (Bureau of Engineering with regards to payment of document processing fees (these are set forth by the LA County Recorder) at (213) 485-5766.

The relinquishment which clears the future street or future alley encumbrance does not affect any other encumbrance over the property. Separate action(s) must be taken to clear any other easements.

Additional information may be obtained by contacting LGD at (213) 202-3480 or via email at eng.landdev@lacity.org.

RELINQUISHMENT APPLICATION PACKET

Application for Relinquishment of Expired Future Street, Alley, Walk, and Other Right-of-Way

Date of Application:

1. Applicant(s) _____

_____ are the owner(s) or representative(s) of the owner(s) of the properties shown on the attached sketch or described below.

2. The area to be relinquished is the future (street) _____ (alley) _____
 _____ located at _____

and the attached is a map showing the area proposed to be relinquished or the following is a description of the area proposed to be relinquished.

Property or legal description: _____

3. The future (_____) is occupied by a _____

4. Purpose of Relinquishment (future use of relinquishment area) is:

5. Telephone number/ email at which I can be contacted during the day

Phone Number with Area Code:

Email:

6. Applicant(s) Signature

7. Name of Owner: _____

The following are the available signatures of other property owners who also own properties adjoining the area proposed to be relinquished and whose ownerships are indicated on the attached map by use of "circled letters". (1) Print Name(s), (2) Provide mailing addresses, (3) Indicate Lots owned and (4) Obtain signatures. (See Example Ownership List). Ownership information may be contained from:

City of Los Angeles City

Bureau of Engineering

Lands Record Division and GIS Division

201 N. Figueroa St., Room 730

Los Angeles, CA 90012

(213) 482-7111

OR

Los Angeles County Assessor

Ownership Information

500 W. Temple St.

Los Angeles, CA 90012

Phone (213) 974-3211

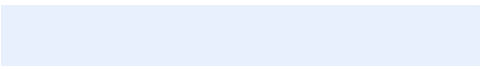
RELINQUISHMENT APPLICATION PACKET

Provide the information as indicated:

A

Name(s) of Property Owner(s)	 Signature
Mailing Address	
Owner of: Lot or Parcel	

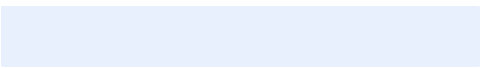
B

Name(s) of Property Owner(s)	 Signature
Mailing Address	
Owner of: Lot or Parcel	

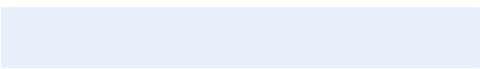
C

Name(s) of Property Owner(s)	 Signature
Mailing Address	
Owner of: Lot or Parcel	

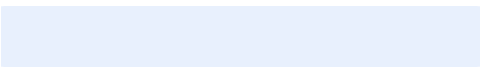
D

Name(s) of Property Owner(s)	 Signature
Mailing Address	
Owner of: Lot or Parcel	

E

Name(s) of Property Owner(s)	 Signature
Mailing Address	
Owner of: Lot or Parcel	

F

Name(s) of Property Owner(s)	 Signature
Mailing Address	
Owner of: Lot or Parcel	

Example Ownership List

(If these were the owners that appeared on the application)

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