

Voluntary Dedication Checklist

The following items should be submitted electronically to a BOE District Office through the [Customer Service Request \(CSR\) Portal](https://engpermits.lacity.org/public/Home/Services) at <https://engpermits.lacity.org/public/Home/Services> to be considered complete.

Date: _____ **Owner(s) (Full Name):** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Current Title Report or Title Insurance

- Must depict the exact legal description of the parcel(s) involved and the fee owner.
- Must show the property vested in the person(s) who is signing the dedication documents
- Title Report or Title Insurance must be less than 6 months old and must contain active links (not a scanned copy)
- No "Property Profiles" will be accepted
- A copy of the partnership agreement or certificate is necessary for all LLC, Partnership or Corporations to verify proper signatories

Payment of the Highway Dedication Processing fee of \$3,416.51 (\$3,193.00 – [LAAC 7.3](#), plus 7% surcharge of \$223.51 per [LAMC 61.03](#))

- Dedication processing fee payment may be collected online using credit / debit cards or ACH (E-check). Paper checks shall be made payable to "The City of Los Angeles". Only pre-printed personal checks will be accepted with a driver's license and telephone number.

LADBS Building Permit Application or LADBS Clearance Summary Worksheet (If Applicable)

Determination Letter for projects with Planning Case (ZA/DIR/CPC) requirements, or the City Engineer Report to Planning. (If Applicable)

BOE Land Development Group Investigation fee receipt for projects with a Planning Case (If Applicable)

Site Plan:

- Clearly showing all areas of the proposed dedication(s) with dimensions to the existing property line
- The existing building footprint of building(s) to remain
- The proposed property line

Legal description and exhibit prepared by a licensed surveyor for all Easements / Voluntary Dedications

Notary Acknowledgment Form

By signing below, I understand that compliance with the Bureau of Engineering's terms and requirements for Non R-3 processing is mandatory. Failure to meet these obligations will result in the Department of Public Works, Bureau of Engineering, withholding clearance for my Temporary Certification of Occupancy and/or Final Occupancy.

Owner's Signature: _____