

D 300 FINAL SUBDIVISIONS

D 310 GENERAL AUTHORITIES AND PROVISIONS

The processing and approval of Final Tract and Parcel Maps is governed by the California Government Code under the section known as the Subdivision Map Act, California Business and Professions Code under the sections known as Professional Engineers Act, Professional Land Surveyors Act, and the State Board Rules, and the Los Angeles Municipal Code. The submittal requirements, elements to be checked and time limits are strictly outlined in these two codes.

D 311 PERSONS QUALIFIED TO PREPARE FINAL MAP

The Final Map shall be prepared by or under the direction of a Professional Land Surveyor. Professional Civil Engineer licensed prior to 1982 (RCE #33965, last person licensed to practice) are additionally authorized to prepare Final Maps. Engineers so authorized are hereinafter referred to as Surveyors.

D 312 DEFINITIONS

For the purpose of Final Subdivisions the following words or phrases are defined as follows from Subdivision Map Act, California Business and Professions Code under the sections known as Professional Engineers Act, Professional Land Surveyors Act, and the State Board Rules, and the Los Angeles Municipal Code:

Advisory Agency - “Advisory Agency” means a designated official or an official body charged with the duty of making investigations and reports on the design and improvement of proposed divisions of real property, the imposing of requirements or conditions thereon, or having the authority of local ordinance to approve or disapprove maps. The Director of Planning is designated as the Advisory Agency for the City of Los Angeles. The Director is authorized to act in such capacity through one or more deputies who are appointed by him/her for that purpose. The Director, with the concurrence of the Chief Zoning Administrator, may designate an or more existing dwelling units to a stock cooperative.

Alley – A public way, other than a street or highway, providing a means of vehicular access to abutting property;

Appeal Board -

(a) The City Planning Commission, for the purpose of hearing and making decisions upon appeals from actions of the Advisory Agency with respect to any parcel map or tentative map which creates or results in (a) 50,000 or more gross square feet of nonresidential floor area; or (b) 65,000 or more gross square feet of lot area; or (c) 50 or more dwelling units or guest rooms or combination of dwelling units and guest rooms; and/or the kind, nature and extent of improvements required in connection with these actions.

(b) The Area Planning Commission, for the purpose of hearing and making decisions upon appeals from actions of the Advisory Agency with respect to any parcel map or tentative map which creates or results in (a) less than 50,000 gross square feet of nonresidential floor area; or (b) less than 65,000 gross square feet of lot area; or (c) fewer than 50 dwelling units or guest rooms or combination of dwelling units and guest rooms; and/or the kind, nature and extent of improvements required in connection with these actions. The Area Planning Commission which hears the matter shall be the Area Planning Commission in the area in which the parcel map or tentative map is located.

City Engineer - The City Engineer.

Design - Design of a subdivision shall include:

- (1) street alignments, grades and widths;
- (2) drainage and sanitary facilities and utilities, including alignments and grades thereof;
- (3) location and size of all required easements and rights-of-way;
- (4) fire roads and firebreaks;
- (5) lot and size configuration;
- (6) traffic access;
- (7) grading;
- (8) land to be dedicated for park and recreation purposes, and
- (9) such other specific requirements in the general plan and configuration of the entire subdivision as may be necessary or convenient to insure conformity to or implementation of the general plan or any adopted specific plan.

Final Maps – A map prepared in accordance with the provisions of this article and with any applicable provisions of the Subdivision Map Act, designed to be recorded in the Office of the County Recorder of Los Angeles.

Freeway – A highway in respect to which the owners of abutting land have no right or easement of access to or from their abutting lands or in respect to which such owners have only limited or restricted right or easement of access, and which is declared to be such in compliance with the Streets and Highways Code of the State of California.

Frontage Road – A street lying adjacent and approximately parallel to and separated from a freeway, and which affords access to abutting property.

Future Street or Alley – Any real property which the owner thereof has offered for dedication to the City for street or alley purposes but which has been rejected by the City Council of the City of Los Angeles, subject to the right of said Council to rescind its action and accept by resolution at any later date and without further action by the owner, all or part of said property as public street or alley.

Highway, Major – Any street designated as a major highway on the Highways and Freeways maps of the Transportation Element of the General Plan.

Highway, Secondary – Any street designated as a secondary highway on the Highways and Freeways maps of the Transportation Element of the General Plan.

Hillside Areas - Hillside areas as defined in [LAMC Section 91.7003](#).

Improvement – Such street work and utilities to be installed, or agreed to be installed by the subdivider on the land to be used for public or private streets, highways, ways, and easements as are necessary for the general use of the lot owners in the subdivision and local neighborhood traffic and drainage needs and required as a condition precedent to the approval and acceptance of the Final Map or Parcel Map. Such street work and utilities include necessary monuments, street name signs, guardrails, barricades, safety devices, fire hydrants, grading, retaining walls, storm drains and flood control channels and facilities, erosion control structures, sanitary sewers, street lights, street trees, traffic warning devices other than traffic signals and relocation of existing traffic signal systems directly affected by other subdivision improvements and other facilities as are required by the Bureau of Street Lighting or Bureau of Street Maintenance in conformance with other applicable provisions of this Code, or as are determined necessary by the Advisory Agency for the necessary and proper development of the proposed

subdivision and to insure conformity to or the implementation of the general plan or any adopted specific plan.

Lot – A parcel of land conforming to the definition of Lot contained in [Section 12.03](#) of the Los Angeles Municipal Code, which is identified on a final Map or a Parcel Map recorded in the Office of the County Recorder with a separate and distinct letter or number.

Map (Tract/Parcel) – A map showing a division of land other than those divisions which require a Final Map as defined by the Subdivision Map Act.

Private Road Easement – A parcel of land not dedicated as a public street, over which a private easement for road purposes is proposed to be or has been granted to the owners of property contiguous or adjacent thereto which intersects or connects with a public street, or a private street; in each instance the instrument creating such easement shall be or shall have been duly recorded or filed in the Office of the County Recorder of Los Angeles.

Private Street – A private road easement as defined herein which has been determined by the Advisory Agency or the Director of Planning to be adequate for access and for the purposes set forth in the LAMC.

Public Way – Any street, channel, viaduct, subway, tunnel, bridge, easement, right of way or other way in which a public agency has a right of use.

Roadway – That portion of a right of way for a street or alley used or intended to accommodate the movement of vehicles.

Service Road – That part of a major or secondary highway, containing a roadway which affords access to abutting property and is adjacent and approximately parallel to and separated from the principal roadway.

horizontal distance

Street, Collector – A street (including the principal access streets of a subdivision which carries traffic from local streets either directly or via other existing or proposed collector streets to a major or secondary highway.

Street, Local – Any street other than a collector street, major or secondary highway, or freeway, providing access to abutting property and serving local traffic as distinguished from through traffic.

Subdivider – A person, firm, corporation, Partnership or association who proposes to divide, divides or causes to be divided real property into a subdivision for him or herself or for others.

Subdivision – The same as defined in [Section 66424 of the Government Code](#). Subdivision includes a stock cooperative project as defined in [LAMC Section 12.03](#).

Subdivision Map Act – The Subdivision Map Act of the State of California, Chapters 1 through 7 of Division 2, Title 7 of the [Government Code](#), commencing with [Section 66410](#).

Surveyor – A licensed land surveyor authorized to practice in California.

Tentative Map – Refers to a map made for the purpose of showing the design of a proposed subdivision creating five or more parcels, five or more condominiums, or five or more units in a community apartment project or stock cooperative, and showing the existing conditions in and around it and need not be based upon an accurate or detailed final survey of the property.

Tract Map – Tract map refers to either a tentative map or final map.

Vesting Tentative Map – a tentative map for any land division that has printed conspicuously on its face the words “Vesting Tentative Map” and is characterized by certain rights to proceed with development when filed and processed in accordance with [LAMC Section 17.15](#).

D 313 ABBREVIATIONS

2" IP	TWO INCH IRON PIPE
B.C.	BEGINNING OF CURVE
BIS.	BISECTOR
C/L	CONTROL LINE
C.E.F.B.	CITY ENGINEERS FIELD BOOK
C.S.F.B.	COUNTY SURVEYORS FIELD BOOK
E.	EAST
E.C.	END OF CURVE
ESTAB.	ESTABLISHED
FD.	FOUND
GP & W	GIN PIN AND WASHER
INST #	INSTRUMENT NUMBER
INT.	INTERSECTION
L&T	LEAD AND TACK
L&TAG	LEAD AND TAG
L.A.C.E.	LOS ANGELES CITY ENGINEER
L.S.#	LICENSED SURVEYOR, CERTIFICATE NUMBER
M.B.	MAP BOOK
N&TAG	NAIL AND TAG
N.	NORTH

N'y	NORTHERLY
NE'y	NORTHEASTERLY
O/S	OFFSET
P.C.C.	POINT OF COMPOUND CURVATURE
P.I.	POINT OF INTERSECTION
P/L	PROPERTY LINE
P.L.S.	PROFESSIONAL LAND SURVEYOR
P.M.B.	PARCEL MAP BOOK
PM'S	PUNCH MARKS
P.R.C.	POINT OF REVERSE CURVATURE
PROD.	PRODUCTION
R =	RADIUS
RAD.	RADIAL
R.C.E#	REGISTERED CIVIL ENGINEER, CERTIFICATE NUMBER
R.R. SPK.	RAILROAD SPIKE
R/W	RIGHT OF WAY
S.	SOUTH
S&T	SPIKE AND TIN
S&W	SPIKE AND WASHER
S.M.M.	SEWER MAINTENANCE HOLE
S.M.H.M.	SEWER MAINTENANCE HOLE MONUMENT
SPK.	SPIKE
S.S.D.M.	STANDARD SURVEY DISK MONUMENT
S.S.M.	STANDARD SURVEY MONUMENT
S.T.M.	STANDARD TRAVERSE MONUMENT
T/O	THROW OVER
W.	WEST

D 314 FINAL MAP TIME LIMITS (LAMC Chapter 1 Article 7.07A)

Within 36 months after the approval or conditional approval of the tentative map, the subdivider shall cause the proposed subdivision to be accurately surveyed and a final map thereof prepared and filed with the City Engineer. Failure of a subdivider to so file such map with the City Engineer within said period and to have said map submitted by the City Engineer to the City Council within 36 months after the date of approval of the tentative map shall automatically terminate and void the proceedings unless such time is extended by the Advisory Agency or the City Council upon appeal from denial of such extension by the Advisory Agency. Such appeal may be made within 15 days after the Advisory Agency has denied the extension requested and shall be heard by the City Council within 30 days from the filing of the appeal unless the subdivider consents to a continuance. The City Council shall notify the subdivider and the Advisory Agency of the date set for hearing. The time

limit for filing the final map with the City Engineer and submittal by the City Engineer of the final map to the City Council may be extended for a period or periods not exceeding a total of 60 months.

D 315 FINAL MAP PROCEDURES

A final map shall be prepared and filed with the City Engineer in compliance with the provisions of [LAMC Chapter 1 Article 7.07B\(SEC.17.06B\)](#). Final maps shall conform substantially to the approved tentative maps. When the final map covers only a portion of the property shown on the tentative map it shall be submitted to the Advisory Agency for approval prior to submission to the City Engineer for checking. The Advisory Agency may refuse to approve the recording of any such map that does not itself provide adequate or satisfactory access, design or improvements. The City Engineer may refuse to approve the recording of a final map covering only a portion of a tentative map when, in the process of checking the final map, he/she determines that it will not be feasible from an engineering standpoint to construct satisfactory improvements in the reduced area, unless additional street or easement dedications and improvements beyond the boundaries of the final map are provided.

The final map shall be accepted by the City Council provided:

- (a) The necessary improvements as set forth in the approval of the tentative map have been installed and approved by the City, or provided the subdivider submits satisfactory improvement plans together with the necessary guarantee that the improvements will be installed;
- (b) The required map checking fees have been paid by the subdivider;
- (c) All checking has been completed by the various departments and public agencies; and
- (d) Taxes, liens and special assessments have been paid or such payment guaranteed.
- (e) All conditions imposed by the Planning Department have been complied with.

No final map shall be recorded until the required improvements have been installed or agreed to be installed.

D 316 LAND DEVELOPMENT GROUP (LDG) SUBMITTAL PROCEDURES

LDG will accept the submittal of final maps at their public counter from the private surveyor/engineer. LDG public counter staff will check that the submittal is complete. If information not essential to the checking is lacking (e.g. seal and wet signature), LDG public counter staff will inform the customer and put a note to the Survey Division (Survey) with the submittal indicating any missing information or requirement. LDG will then create a Final Map submittal package, including all required dedication conditions. This package will be taken by LDG to Survey.

D 316.1 FEE SCHEDULE

See [Figure D 316.1](#) for the Final Phase Fee Schedule.

D 316.2 FINAL MAP SUBMITTAL APPLICATION FORM

The following information shall be submitted with the final map: names, addresses and telephone numbers of the record owners, subdivider and surveyor preparing the final map in compliance with the provisions of [LAMC Chapter 1 Article 7.07C\(SEC.17.07C\)](#). See [Figure D 316.2](#) for the application form that must accompany all Final Map submittals

The following must be on file with the Constituent Services & Permits Program, Land Development Group, 201 North Figueroa Street, Room 299, Los Angeles CA 90012, before or concurrently with the filing of a final map:

D 316.21 REQUIREMENTS FOR SUBMITTING FINAL MAPS

1. Two completed Final Map Submittal Application Forms.
2. One copy of the tentative map, which has been filed with the Department of City Planning.
3. Two copies of the City Planning Determination Letter.
4. Two copies of the Preliminary Subdivision Report.
5. Two copies of the County Tax Assessor's Map.
6. Two copies of calculations for traverses. Calculations must be legible, describing starting point on calculations for each traverse when there are many traverses or multi-tract maps.

7. Two full size copies of a district map with the ownership deeds plotted and showing how the boundary was established. A worksheet should also be included where further clarification is needed.
8. Two sets of all deeds within the tract boundary. Deeds should be labeled as PIQ (Property in Question) or adjoiner deed.
9. One copy of all survey notes field notes including City of Los Angeles Engineer's tie notes with index page.
10. Two copies of underlying tract map labeled "Underlying Tract".
11. Two copies of map containing the basis of bearings labeled "Basis of Bearings."
12. The entire tract boundary should be labeled. All deeds used to establish the boundary and adjoiners should be submitted.
13. Prints for submittal: sixteen prints of the map sheet; five prints of the title with professional surveyor's seal. If the map has a private street which requires clearances from Water and Power, two more prints of the map sheet are required.
14. It is preferred the surveyor of record as shown on the final map should match that which was shown on the tentative map. If not, a release letter stating the change from the old engineer to the new existing engineer, dated and signed by the owner would be included at the time of the final map submittal.
15. Merger and Re-subdivision map submittal requirements: **1.)** Name and Address of utility agencies maintaining facilities in the street/alley of merger area. **2.)** Certification of existing utility facilities within merger area from subdivider or subdivider's representative.
16. Note: Any future re submittals will require a return of the marked up print and two copies of the print for checking .
17. All submittals must be clear and legible and shall be done at the LDG counter.

D 317 FINAL MAP CHECKING PROCEDURES

D 317.1 DIVISION OF CHECKING DUTIES BETWEEN LDG AND SURVEY

1. Land Development Group (LDG) will accept the submittal of final maps at their public counter from the private surveyor/engineer.
2. LDG will create a package including all required dedication conditions to be picked up by the Survey Division (Survey).
3. Survey will check the general configuration of the final map to be in substantial conformance with the approved tentative map.
4. Survey will check the entire final map, title page and layout pages for organization, wording, documentation, boundary establishment, and the math involved.
5. Survey will inform the private surveyor that the map is ready for pick up at the LDG counter.
6. LDG will give the corrections to the private surveyor/engineer.
7. The private surveyor/engineer will return a corrected mylar to the LDG counter.
8. Survey will pick up the corrected mylar and check the entire map to see that all corrections and comments were complied with
9. If there are further corrections Survey will deliver the mylar to the LDG public counter for pick up by the private surveyor to revise again .
10. If the corrected mylar is in compliance with the requested corrections, Survey will deliver the final map/mylar to LDG for the addition of conditions and further processing.
11. LDG will check the final map to be in substantial conformance with the approved tentative map.

D 318 FINAL MAP REQUIREMENTS

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. (See [Figures D 318a](#), [D 318b](#) and [D318c](#))

D 320 TYPES OF MAPS

D 321 RECORD DATA MAPS

D 321.1 BACKGROUND

The purpose of the Subdivision Map Act (SMA) is to regulate the division of property. The SMA states that a parcel map is required for the division of property into four or fewer parcels and a final map is required for the division of property into five or more parcels.

Another difference between a final map and a parcel map is the requirement of a field survey. In the past, [California Government Code Section 66448](#) stated that a parcel map be based 1) “upon a field survey made in conformity with the Land Surveyors Act when required by local ordinance,” or 2) “in the absence of that requirement, shall be based either upon a field survey made in conformity with the Land Surveyors Act or be compiled from recorded or filed data when sufficient survey information exists on filed maps to locate and retrace the exterior boundary lines of the parcel map if the location of at least one of these boundary lines can be established from an existing monumented line.”

D 321.2 CURRENT RULES AND REGULATIONS

On January 1, 2007 Section 66448 was amended to read as follows:

“In all cases where a parcel map is required, the parcel map shall be based upon a field survey made in conformity with the Land Surveyors Act when required by local ordinance, or, in absence of that requirement, shall be based either upon a field survey made in conformity with the Land Surveyors Act or be compiled from recorded or filed data when sufficient recorded or filed survey monumentation presently exists to enable the retracement of the exterior boundary lines of the parcel map and the establishment of the interior parcel or lot lines of the parcel map.”

The reason for this change is to insure the accuracy of subsequent parcel maps that rely upon previously recorded “record data” parcel maps.

The reliance now will be upon existing recorded survey monumentation from which the retracement of all exterior boundary lines and the establishment of the interior lines of the parcel map can be made.

D 321.3 CITY OF LOS ANGELES REQUIREMENTS FOR RECORD DATA MAPS

The City of Los Angeles defines the recorded and filed data as the underlying map which created the parcel to be divided and the City Engineer Field Book with the information concerning the monuments to be shown on the map. Except for some rare cases, the control line (C/L) of the streets around the block will need to be monumented as these are the lines which define the exterior boundary lines of the parcel to be divided. The interior parcel lines are the lines created on the submitted map.

Those few rare cases where the C/L of the streets does not define the exterior boundary lines will be handled individually.

As stated above the exterior lines are controlled by the C/L monuments. The interior parcel lines will be established from the retraced exterior boundary lines of the parcel to be divided. Therefore these interior lines will also be controlled by the C/L monuments. To comply with the SMA the City of Los Angeles will require the existence of the C/L monuments. The monuments are said to exist if they are visible or can be readily reset from existing ties. If the point cannot be reset using the existing ties a survey will be required and a record data map will not be allowed as a field survey must be done.

D 321.4 MAP CHECKS BY SURVEY DIVISION

Upon submittal of the parcel map the City of Los Angeles Survey Division will conduct two checks. The first check will be a rough map check. We will check the record (underlying tract) against the most recent measured per the CEFB. We will compare the distances, the precision of which will be the same as what we have required in the past – 1:1500. We will also check that the interior lines can be established from the stated C/L monuments. If either of these conditions cannot be met your map will be rejected as a “record data” map and you will be notified that a survey is required. If the map passes both conditions a monument inspection will be done by the Monument Section staff to verify that the monuments are visible or can be readily reset from existing ties. A minimum of three ties per monument will be required. If it is determined that the monument cannot be readily reset using the existing ties a survey will be required and a “record data” map will not be allowed as a field survey must be done.

To assist the client with a timely approval of maps, these checks will be conducted within 30 days of submittal of the map. If a delay in the check is anticipated the Survey Division will notify the client.

D 322 “SET” MAPS

Those maps for which the Surveyor elects to set the boundary monuments before the map records are deemed “Set” maps. For general monument and inspection requirements please see [Sections D 352.1, D352.2, D 353.1, D 353.4, D 353.6, D 355.1, and D355.3](#)

D 323 “TO BE SET” MAPS

Those maps for which the Surveyor elects to set the boundary monuments after the map records are deemed “To Be Set” maps. For general monument and inspection requirements please see [Sections D 352.1, D352.2, D 353.1, D 353.4, D 353.6, D 354, D 355.2, and D 355.3.](#)

D 324 PHASE MAPS

Per Section 66456.1 of the Subdivision Map Act 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 Phase Maps.

The exterior boundary encompassing all phases is to be shown on the map sheet of the first phase. The land to be subdivided in subsequent phases is to be labeled “Remainder Parcel”. Maps of subsequent phases will not be approved before approval of the first phase.

Only those dedications and easements required for that specific phase need to be shown on the map.

D 325 AIR SPACE MAPS

Air Space Lot as defined in [Section 12.03 of the Los Angeles Municipal Code](#) is a division of the space above or below a lot with a finite width, length, and upper and lower elevation occupied or to be occupied by a use, building or portion thereof, unit group of buildings or portions thereof, and accessory buildings or portions thereof or accessory uses. An air space lot shall be identified on a final map or a parcel map recorded in the office of the County Recorder with a separate and distinct number or letter. All air space lots shall have access to a street or private street by means of one or more easements or other entitlements to use in a form satisfactory to the Advisory Agency and the City Engineer.

Notwithstanding any provision of Chapter 1 of the LA Municipal Code to the contrary, in any zone, the Advisory Agency is authorized to approve, conditionally approve or disapprove a preliminary parcel map or a tentative tract map showing one or more air space lots as defined above, provided that such air space lots are created in accordance with the provisions of [LAMC Chapter 1, Article 7](#). The Advisory Agency shall require, as a condition of approval of any tentative tract map or preliminary parcel map showing one or more air space lots, that the final map or parcel map showing such air space lots be based upon a site plan which accurately describes the location of such lots. After recordation of such map and upon construction of the buildings or structures within the air space lots, if it is determined by the Department of Building and Safety that there are minor discrepancies between the site plan and the actual physical location of the air space lots in such buildings or structures, lot lines for the air space lots may be adjusted as necessary through the parcel map exemption procedure set forth in [Los Angeles Municipal Code Section 17.50B3c](#).

D 325.1 GENERAL REQUIREMENTS

All “Ground Lots” are so marked and numbered before any air space lots. “Ground Lots” are vertically continuous and include all air space not part of the air space lots. “Ground Lots” and all air space lots have access to a public or private street.

All air space lots have upper and lower elevations.

Plan views, isometric views, and elevation views are required to insure that the map has sufficient information and drawings to clearly represent the boundaries of the “Ground Lots” and all air space lots. Orthogonal cross sections through the entire subdivision are to be used to locate where air space boundaries change.

For additional information of map requirements regarding Air Space Subdivisions see K13 of [Figure D350a](#).

D 326 SMALL LOT SUBDIVISIONS

Some final maps approved by the Planning Department are now designated as “Small Lot Subdivisions”.

D 326.1 LOT SIZE AND PUBLIC STREET FRONTAGE

The lots in a “Small Lot Subdivision” as the name indicates are significantly smaller than the typical residential lot and are not required to have public street frontage. All lots in a small lot subdivision not having frontage to a public street or alley must have frontage to the common access which shall

be delineated on the map. See [Section 12.03 of the LAMC](#) for the complete definition.

D 326.2 COMMON ACCESS DRIVEWAYS

The lots are permitted to have access to a public street or alley through a common access driveway. No dimensions or bearings are required for the common access driveway unless a sewer or other public easement is dedicated over it. This is subject to the written approval of the District Office or other public entity. This common access area is not deducted from the gross area of the lot(s).

D 326.3 COMMON ACCESS DRIVEWAY NAMING

The common access driveway may be named on the final map with the approval from the Land Development Group's Street Name Coordinator. If the common access driveway is named on the final map, the following note shall appear on all applicable map sheets:

“Note: The naming of the common access hereon does not construe it to be either a public street or approved private street and is for identification purposes only.”

D 326.4 SMALL LOT SUBDIVISION ADDRESS ASSIGNMENT

The Department of Building and safety may issue a permit on a small lot subdivision parcel/tract map prior to the recordation of the final map. In that case, it is possible that the street may not exist in the records for address assignment.

For address assignment prior to the recordation of the final map the following guidelines should be used:

1. If the street exists, public counter staff will assign the address using the existing guidelines and procedures.
2. If the street does not exist, the applicant should be sent to the Land Development Group to complete the final map recordation process.
3. If there is sufficient need for early assignment of the address, the Land Development Group will approve the proposed street name and direct the Mapping Group to create a temporary street so the address can be assigned.
4. The Mapping Group will then create the temporary street and the

address assignment will be available to the public counter the next day.

D 326.5 LABELING THE SMALL LOT SUBDIVISION FINAL MAP

The final map must be clearly labeled as a small lot subdivision as follows:

“NOTE”

“THIS MAP IS BEING RECORDED AS A SMALL LOT SUBDIVISION PER ORDINANCE NO. 176354”

D 327 TITLE SHEET REQUIREMENTS

The title sheet for each map of a subdivision shall contain all the certificates and acknowledgements required by the Subdivision Map Act. The wording of each such certificates and acknowledgements shall be approved by the City Attorney. Forms of certificates and acknowledgements may be obtained from the Land Development Group and Survey Division.

In addition to the certificates required by the Subdivision Map Act, the City Engineer shall certify that the subdivision substantially conforms to the approved tentative map and the required public improvements have been installed or agreed to be installed. If any portion of a subdivision is located in a hillside area, it shall not be certified by the City Engineer until the Superintendent of Buildings (General Manager of the Department of Building and Safety) has submitted a report to the City Engineer that said portion has been graded in accordance with approved plan as required by [Article 1 of Chapter 9 of the LAMC](#) or that an agreement to so grade has been entered into.

D 328 STATE CODE REQUIREMENTS FOR SIGNATURE AND SEAL

D 328.1 PROFESSIONAL LAND SURVEYORS ACT

D 328.11 SECTION 8750. SEAL

Upon being licensed, each licensee may obtain a stamp or seal of the design authorized by the board bearing the licensee’s name, number of certificate, and the legend “Licensed Land Surveyor,” or “Professional Land Surveyor.” The stamp or seal shall contain the expiration date of the license, or a space within which the expiration date must be written

D 328.12 SECTION 8761. USE OF SIGNATURE AND SEAL

(a) Any licensed land surveyor or civil engineer authorized to practice land surveying may practice land surveying and prepare maps, plats, reports,

descriptions, or other documentary evidence in connection with that practice. All maps, plats, reports, descriptions, or other documents shall be prepared by, or under the responsible charge of a licensed land surveyor or civil engineer authorized to practice land surveying and shall include his or her name and license number. If the document has multiple pages or sheets, the signature, the seal or stamp, date of signing and sealing or stamping, and expiration date of the license shall appear, at a minimum, on the title sheet, cover sheet or page, or signature sheet.

(b) Interim maps, plats, reports, descriptions, or other documents shall include a notation as to the intended purpose of the map, plat, report, description, or other document, such as "preliminary" or "for examination only."

(c) All final maps, plats, reports, descriptions, or other documents issued by a licensed land surveyor or civil engineer authorized to practice land surveying shall bear the signature and seal or stamp of the licensee, the date of signing and sealing or stamping, and the expiration date of the license.

(d) It is unlawful for any person to sign, stamp, seal, or approve any map, plat, report, description, or other document unless the person is authorized to practice land surveying.

(e) It is unlawful for any person to stamp or seal any map, plat, report, description, or other document with the seal after the certificate of the licensee that is named on the seal has expired or has been suspended or revoked, unless the certificate has been renewed or reissued.

D 328.2 PROFESSIONAL ENGINEERS ACT

D 328.21 SECTION 6764. SEAL OR STAMP

Each professional engineer registered under this chapter shall, upon registration, obtain a seal or stamp of a design authorized by the board bearing the registrant's name, number of his or her certificate or authority, the legend

"professional engineer" and the designation of the particular branch or authority in which he or she is registered, and may bear the expiration date of the certificate or authority.

D 328.3 BOARD RULES

D 328.31 SECTION 411. SEAL AND SIGNATURE

(a) The seal required by Section 6764 of the Code shall be not less than one and one-half (1½) inches in diameter and shall contain the following information:

(1) Within the top border of seal: Either “Professional Engineer,” “Registered Professional Engineer,” or “Licensed Professional Engineer.”

(2) Within the bottom border of seal: “State of California.”

(3) In the center of seal, from top to bottom:

(A) Licensee’s name as it appears on the certificate issued by the Board or as abbreviated pursuant to subdivision (d);

(B) Number of certificate or authority;

(C) Expiration date or space within which the expiration date shall be written; and,

(D) Branch or authority of engineering in which licensed.
The seal shall be of a design similar to those shown below and shall bear at minimum those elements specified above.

(b) The seal authorized by Section 8750 of the Code shall be not less than one and one-half (1 ½) inches in diameter and shall contain the following information:

(1) Within the top border of the seal: Either “Professional Land Surveyor” or “Licensed Land Surveyor.”

(2) Within the bottom border of the seal: “State of California.”

(3) In the center of the seal, from top to bottom:

A) Licensee’s name as it appears on the certificate issued by the Board or as abbreviated pursuant to subdivision (d);

(B) Number of certificate;

(C) Expiration date or space within which the expiration date shall be written. The seal shall be of a design similar to those shown below and shall bear at minimum those elements specified above.

(c) The seal may be obtained by the licensee from any source.

(d) The seal may contain an abbreviated form of the licensee's given name or a combination of initials representing the licensee's given name provided the surname listed with the Board appears on the seal and in the signature.

(e) The seal shall be capable of leaving a permanent ink representation, an opaque and permanent impression, or an electronically-generated representation on the documents. The signature may be applied to the documents electronically.

(f) Preprinting of blank forms with the seal or signature, the use of decals of the seal or signature, or the use of a rubber stamp of the signature is prohibited.

(g)

(1) All professional engineering plans, specifications, reports, or documents (hereinafter referred to as "documents") shall be signed and sealed in accordance with the requirements of the Professional Engineers Act and any other laws related to the practice of professional engineering and shall be signed and sealed in a manner such that all work can be clearly attributed to the licensee(s) in responsible charge of the work.

(2) All maps, plats, reports, descriptions, or other professional land surveying documents (hereinafter referred to as "documents") shall be signed and sealed in accordance with the requirements of the Professional Land Surveyors' Act and any other laws related to the practice of professional land surveying and shall be signed and sealed in a manner such that all work can be clearly attributed to the licensee(s) in responsible charge of the work.

(3) When signing and sealing documents containing work done by or under the responsible charge of two or more licensees, the signature and seal of each licensee in responsible charge shall be placed on the documents with a notation describing the work done under each licensee's responsible charge.

(h) Each licensee shall include the date of signing and sealing immediately below or next to the signature and seal.

D 329 STANDARD TYPES OF STATEMENTS AND ACKNOWLEDGEMENTS FOR SUBDIVISION PURPOSES

See [Figure D 329](#) for all the possible types of statements and acknowledgements that are required on a Final Tract or Parcel. Use the ones that apply to the specific case covered by the map in question.

D 329.1 CITY ENGINEER AND ENGINEER OF SURVEYS STATEMENTS ON FINAL MAPS

Per [Section 66442 of the California Government Code](#), a certificate or statement by both the City Engineer and the Engineer of Surveys is required on all final maps. The City Engineer and Engineer of Surveys shall sign, date and below or immediately adjacent to the signature, indicate his or her registration or license number with expiration date and state the following:

1. He or she has examined the map.
2. The subdivision as shown is substantially the same as it appeared on the tentative map, and any approved alterations thereof.
3. All provisions of the Subdivision Map Act and the LAMC applicable at the time of approval of the tentative map have been complied with.
4. He or she is satisfied that the map is technically correct.

If the City Engineer was registered as a Civil Engineer after January 1, 1982, he or she shall only be qualified to certify statements 1, 2 and 3. Statement 4 can only be certified by a person (Engineer of Surveys) authorized to practice land surveying pursuant to the Professional Land Surveyors Act. The Engineer of Surveys shall complete and file with the City Council his or her certificate or statement, as required by the Subdivision Map Act, within 20 days from the time the final map is submitted to him or her by the subdivider for approval.

D 330 EASEMENTS & DEDICATIONS

D 331 ONE-FOOT FUTURE STREETS AND/OR ALLEYS

The practice of requiring 1-foot future streets and/or alleys to be shown along the outside of incomplete public dedications and across the termini of all dedications abutting unsubdivided property has been discontinued. In the early to middle part of the 20th century when there were still large areas of

vacant land this was necessary for orderly development. Now that the City is largely developed this practice is no longer necessary. If a special circumstance warrants the 1-foot future street or alley, it will be included as a special numbered condition.

D 332 EXISTING STREETS AND EASEMENTS

Any streets or easements to be left in effect after resubdivision shall be adequately delineated on the map, provided that a written notification of each abandonment is listed by reference to the recording date or other official record creating these public streets or public easements and certified on a map the City Clerk or the Director of Planning. Before a public easement vested in another public entity may be abandoned, that public entity shall receive notice of the proposed abandonment. No public easement vested in another public entity shall be abandoned if that public entity objects to the proposed abandonment.

D 333 EASEMENT LINES REQUIRED

The final map shall show all the necessary data including with and side lines of all public easements to which the lots in the subdivision are subject. If the easement is not definitely located on record, a statement as to the easement shall appear on the title sheet.

D 334 DESIGNATION OF EASEMENT

Easements shall be denoted by broken lines.

D 335 IDENTIFICATION OF EASEMENT

Each easement shall be clearly labeled and identified and, if already of record, proper reference to the records given. Easements being dedicated shall be so indicated in the certificate of dedication.

D 336 NATURAL WATER COURSE DESIGNATION

In the event that a dedication of right-of-way for flood control or storm drain is not required, the location of any natural water course shall be shown on the final map, unless such natural water course, channel, stream or creek is shown on the grading plans to be filled or otherwise eliminated by the grading of the tract.

D 337 PUBLIC SEWER EASEMENTS (SMALL LOT SUBDIVISIONS)

A Public Sewer Easement may be required within the for a small lot subdivision subject to the approval of the District Office.

D 340 MISCELLANEOUS MAP REQUIREMENTS

D 341 SEPARATED PARCELS

When any land to be subdivided is separated or divided into two or more parcels or portions by any parcel of land other than a street, highway or other public way, or a railroad, public utility or flood control right-of-way, each separate parcel or portion thereof shall be subdivided as a separate parcel and shown on a separate subdivision map.

D 342 MERGER AND RESUBDIVISION

Subdivided lands may be merged and resubdivided without reverting to acreage by complying with all the applicable requirements for a subdivision of land. The filing of the final map or parcel map shall constitute legal merging of the separate parcels into one parcel and the resubdivision of the parcel. Any unused fees or deposits previously made pertaining to the property shall be credited pro rata towards any requirements which are applicable at the time of resubdivision. Any streets or easements to be left in effect after resubdivision shall be adequately delineated on the map. After approval of the merger and resubdivision by the City Council, the map shall be delivered to the County Recorder. The filing of the map shall constitute legal merger and resubdivision of the land affected thereby and shall also constitute abandonment of all streets and easements not shown on the map.

D 343 DESIGNATED REMAINDER PARCEL

If the map includes a “designated remainder” parcel and the gross area of the “designated remainder” parcel or similar parcel is five acres or more, that remainder parcel need not be shown on the map and its location need not be indicated as a matter of survey, but only by deed reference to the existing boundaries of the remainder parcel. A parcel designated “not a part” shall be deemed to be a “designated remainder”.

D 344 ADDITIONAL INFORMATION ON MAP

No additional requirements shall be included that do not affect record title interest. However, the map shall contain a notation or reference to additional information required by local ordinance.

**D 350 SURVEY DIVISION SUBDIVISION CHECKING GUIDE AND
CHECK SHEET**

The Survey Division shall review the Final Map using the checklist shown in [Figure D 350a](#). Each box on the check sheet should either have an “OK” or “NA” (not applicable to this map). Any missing or incorrect information will be marked in red on the submitted map for corrections to be made by the private surveyor. This check sheet can be downloaded and copied from this manual. It can also be updated in the online manual to accommodate changing conditions and rules. For additional clarification of the items in the Check Sheet see [Figure D 350b](#) which is called the Final Map Checking Guide.

D 351 BOUNDARY EVIDENCE

Such stakes, monuments or other evidence determining the boundary of the subdivision as are found on the ground together with sufficient designations of adjoining subdivisions by lot and tract number, map book, and page number, or by section, township and range, or other proper legal description as may be necessary to locate precisely the limits of the subdivision, shall be clearly and fully shown on the final map.

**D 351.1 SAMPLE STATEMENTS FOR ESTABLISHMENT OF BOUNDARY
LINES**

The some or all of the following statements should appear on the map:

Established by found monuments - Lines which are established between found monuments. State reference on map.

Established per said document - Established at the distance called for on the vesting document. (For example: The Northerly 50' of Lot 275 or the Easterly 300' of Lot 1 except the Westerly 85' thereof.)

Established at record distance per (reference). - State references on map.

Established by proportion per (reference). – State references on map.

Controlling monuments are used to proportion boundary lines. DO NOT USE JUNIOR MONUMENTS TO ESTABLISH SENIOR LOT LINES. Show all elements of proportion.

D 352 MONUMENTS AND TIES

D 352.1 STANDARD

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.

D 352.2 ADDITIONAL REQUIREMENTS

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 procedure and practice of all survey work done on any subdivision shall conform to the accepted standards of all engineering and surveying professions. The final map shall close in all its parts.

In the event the City Engineer has established the control line of any street or alley in or adjoining a subdivision, the Final Map shall show such control line together with the reference to a field book or map showing such control line and the monuments which determine its position. If reestablished by ties or other accepted standard survey practice, notes are to be furnished.

For control line monuments set, the surveyor shall furnish to the Survey Division a set of notes showing clearly such monument and a sufficient number (normally four) of durable distinctive reference points or monuments.

Such reference points may be lead, tacks and tag in sidewalks or curbs, or a 1" I.P. or better set back of the curb line and below the surface of the ground, or such substitute as to be less likely to be disturbed. All monuments shall be tagged with certification number.

A set of notes shall be of such quality, form and completeness, and shall be on paper of such quality and size as may be necessary to conform to the standardized filed records of the Survey Division. All such notes shall be indexed by the Bureau of Engineering Central Records Section as part of the permanent public records.

D 353 MONUMENT AND TIE NOTE REQUIREMENTS FOR SUBDIVISIONS

See [Figure D 353a](#) (Existing Streets) and [Figure D 353b](#) (New Streets) for examples of Professional Land Surveyor's Notes.

D 353.1 GENERAL REQUIREMENTS

All required monuments and tie points set or found shall be visibly marked and uncovered prior to request for survey inspection.

Inspection requests for "to be set" maps should be in writing within five days of the setting of the monuments pursuant to [Section 66497 of the Subdivision Map Act](#). Included with the request please provide a copy of the map and any tie notes or certificates of correction required. These should be sent to Survey Division, Monument Section, 201 N. Figueroa St., Suite 1100, Los Angeles CA 90012 or by email to eng.surmaps@lacity.org.

Monument clearance is a condition to be satisfied before a "set" map can record. Inspection requests for "set" maps are the responsibility of the Monument Section of the Survey Division. The assigned map checker will include Monument Section contact information with their approval of the monument positions. After monuments positions are approved prepare them for inspection. You may request inspection of the Monument Section by regular mail or email. Included with the request please provide a copy of the map and any tie notes if required for the monuments being inspected.

Tie notes shall be on standard Bureau of Engineering plat paper. Plat paper may be purchased from the Central Records Section in the Public Works Building located at 1149 S. Broadway, Los Angeles (Basement Level, Suite B-10).

There shall be no less than four tie points for each control line monument. There will be 2 on each side of the control line (C/L). The tie points will be throw-overs wherever possible. A tie point will be set on the prod (production)

of each survey line where possible. When practical, tie points will be kept within the right of way limits. [See Subsections D 353.7 (DEFINITIONS OF MONUMENT ESTABLISHMENT PHRASES) and D353.2 (PERPETUATION OF MONUMENTS AND TIES) for additional information.]

D 353.2 PERPETUATION OF C/L MONUMENTS AND TIES

Pursuant to the Subdivision Map Act – Government Code, Article 9. Monuments 66495.

In order to perpetuate adequate survey monumentation for the benefit of the surveying community at large, field surveys performed for the purpose of filing a Final Map will require that tagged monuments be set at controlling positions where record monuments are not found (such as C/L intersections, angle points and curves). The Survey Division will require that the controlling monuments be set at the time the survey is being performed. Professional Land Surveyor Notes will be submitted as part of the Final Map package and approval of the notes will be a condition of Survey clearance. Notes will be microfilmed and indexed on the City of Los Angeles 99A sheets. This will not affect new on site monuments or their reference points (i.e., prods) for “to be set” maps.

When City Engineer Field Book (C.E.F.B.) ties are used to set your monument, on the Final Map and Professional Land Surveyor Notes:

- Show type of monument set and tagged with your certificate number
- State “set by ties” and reference

On the Professional Land Surveyor Notes show existing and additional ties set. (Minimum 4 ties, 2 on each side of the C/L, throw-overs preferred.)

When your monument cannot be reestablished by existing C.E.F.B. ties and other methods of reestablishment are used, on the Final Map and Professional Land Surveyor Notes:

- Show type of monument set and tagged with your certificate number
- State method used to set monument and references
(See definitions of monument establishment phrases)
- Show controlling monuments used and state references

On the Professional Land Surveyor Notes show existing and additional ties set. (Minimum 4 ties, 2 on each side of the C/L, throw-overs preferred.)

Set nail and tag will be accepted when Standard Survey Disk Monuments (S.S.D.M.), Standard Survey Monuments (S.S.M.) or Sewer Maintenance Hole Monuments (S.M.H.M.) have been paved over. All requirements for the references and statements on the Final map are the same as above. Professional Land Surveyor Notes will not be required for these points. The nail and tag will be used for monument recovery by the Survey Division at a later date.

D 353.3 PROFESSIONAL LAND SURVEYOR TIE NOTE REQUIREMENTS

The following applicable information must be filled out on the heading of each sheet of plat. The Survey Division will enter field book and page numbers.

- a. North Arrow
- b. Street name(s)
- c. Finder distances
- d. Appropriate calls on all monuments and ties (See monument and tie definitions under Subsections D 353.4 and D 353.5)
- e. Establishment statements (See definitions of monument establishment under Subsection D 353.7)
- f. Tie line designation – (i.e., T/O)
- g. Control line designation – (i.e., C/L)
- h. Curb line shall be shown as a double line.
- i. Curb to curb existing street widths, half and full, with leaders.
- j. Property lines are required for new streets within the tract.
- k. Property line designation if shown – (i.e., P/L)
- l. If property lines are shown, Right of Way widths, half and full, with leaders
- m. Field notes shall be cross-referenced by sheet number to all sheets being prepared. A cross-reference shall be made to the nearest point tied to a CEFB when applicable.
- n. Reference to nearest street intersection and or type of monument shall be used when necessary for clarity.
- o. Control line curve data: radius, delta, tangent or chord and arc length.
- p. Control line intersection angle for new streets within the tract or new street intersecting existing street.

- q. Control line distances if necessary for location.
- r. The R.C.E. or L.S. number that is shown must be in agreement with the final map.
- s. If discrepancies are found, the Survey Division, Final Map Section shall make a formal notification and the field notes shall be returned.

D 353.4 MONUMENT DEFINITIONS

- a. Lead and Tag in concrete (Set L&Tag L.S. #) – Surveyor's or engineer's certificate number shall be stamped on the tag.
- b. Epoxy and tag may be used in special circumstances, when using lead could result in damage to private property.
- c. Two-inch Iron Pipe (Set 2" I.P. L.S.#) not less than 24" in length. A nail and tag shall be imbedded in concrete in the top of the pipe or plug with certificate number.
- d. Spike and Washer (Set S&W, P.L.S. #) – Surveyor's or engineer's certificate number shall be stamped on the washer.
- e. Four Punch Marks (Set 4PM'S) – When a storm drain or a sanitary sewer maintenance hole occupies the position where a permanent monument should be set, two punch marks should be made in the maintenance rim on each of the intersecting control lines.

D 353.5 TIE DEFINITIONS

- a. Lead and Tag (Set L&Tag, P.L.S. #) – to be used in concrete only.
- b. Spike and Washer (Set S&W, R.C.E. #) to be used in AC only. Spike to be not less than 1½" long with punchmark.
- c. I.P. (Set 1" I.P. L.S. #) of not less than 1" in diameter. A nail and tag shall be imbedded in concrete in the top of the pipe or plug with certificate number.
- d. 5/8" Rebar (#5) (Set 5/8" Rebar and cap, L.S. #) with plastic cap and stamped with certificate number.

D 353.6 MONUMENTS REQUIRED

A durable monument shall be required at all of the following points:

- a. Tract Boundary
 1. Angle Points, BC and EC
 2. Intersection with City Boundary
 3. Distances on Tangent not to exceed 1,000 feet.
 4. Non-indivisible points on Tangent.
 5. Intersection with Street and/or Alley center lines and property lines.
- b. Street Control Line
 1. PI within the street limits, or intervisible chord points (Sub PI) when the PI is not accessible. BC and EC are optional if PI or Sub PI's are set.
 2. Street and Alley Center Line Intersections.
- c. If the position of a monument is "inaccessible", an offset monument set along the tract line, on an even foot offset, may be set "in lieu" of the actual corner. The offset can be a maximum of five feet. Double offsets are allowed with Survey Division permission only after an inspection of the site.
- d. Any change from the recorded map of monument character or location shall require a certificate of correction pursuant to Article 7 section 66469 of the Subdivision Map Act.

D 353.7 DEFINITIONS OF MONUMENT ESTABLISHMENT PHRASES

Each statement should be as exact as possible in its explanation. It should accurately state in standard terms the method used to establish the position of the **set monument** (i.e., **Set** S&W, L.S. #). You must show controlling **found monuments** (i.e., **Fd.** S&W, L.A.C.E.) and **references** (i.e., **per** C.E.F.B. 168-169 pg.118 or other record document) on Map and P.E. notes. Some of the more commonly used phrases and their meanings are listed below:

D 353.8 FOUND MONUMENTS

1. **Statement: Fd.** (monument) **per** (C.E.F.B. or other record document)
Example: Found monument in same location and of same character as reference.
2. **Statement: Fd.** S&W, L.A.C.E. **in lieu of** S&T **per** C.E.F.B. 6503 pg. 37

Example: Found Monument is of a different character than that of reference notes but tagged by same agency that set monument on reference P.E. or C.E.F.B. notes. This indicates up dated notes are not yet in the system. Use phrase “in lieu of ”

3. **Statement:** *Fd.* (monument) 0.07 N., 0.05 W. *per* (reference)
Example: *Offset monument* found in same location and of same character as reference.
4. **Statement:** *Fd.* (monument) *per* (reference) 0.07 N., 0.05 W.
Example: *Offset monument* found of same character and different offset as reference.
5. **Statement:** *Fd.* S.M.H.M. *per* (reference)
Example: Ties in the interior wall of the structure are used.
6. **Statement:** *Fd.* 4 PM'S on S.M.H. rim *fits ties per* (reference)
Example: If the punch marks or strads were used, the position must be checked by existing ties.
7. **Statement:** *Fd.* S.S.D.M. *per* (reference)
Example: Subsurface standard survey disk monument was found.
8. **Statement:** *Fd.* S.S.M. *per* (reference)
Example: Subsurface dural bar monument was found.

D 353.9 SET MONUMENTS

1. **Statement:** *Set* (monument) *by ties per* (reference)
Example: Set monument by ties per reference. No weight is given to angles and distances to other distant points. Tie distances and throw-overs are weighted as to their apparent stability or quality of fit. If a prod or tie is held to, or other ties appear unstable, state the facts on P.E. notes.
2. **Statement:** *Set* (monument) *by line and ties per* (reference)
Example: A temporary point is established by ties per reference, then moved over to the control line (monumented and referenced), along a line perpendicular to the control line.
3. **Statement:** *Set* (monument) *by proration* between (monument) *per* (reference) and (monument) *per* (reference)
Example: Use controlling distance and the measured distance to set monument on line at prorated distance.
4. **Statement:** *Set* (monument) *by line and distance* from (monument, direction), *per* (reference)

Example: Holding to a control line (monumented and referenced) and setting a monument at the distance called for by C.E.F.B. or other record document. Proration was not used to set monument.

5. **Statement: Set** (monument) **by angle and distance** from (monument, direction), **per** (reference)

Example: Holding to a control line (monumented and referenced) and setting off a direction and distance using the angle and distance of the stated reference.

6. **Statement: Set** (monument) **by intersection** between (monumented line) **per** (reference) and (monumented line) **per** (reference).

Example: Does not mean set by ties except when a prod is used. An intersection is created by found monuments on **each side of the intersected point**. There must be 2 held monuments (referenced) for each line. Show controlling monuments and references on Map and P.E. notes.

7. **Statement: Set** (monument) **by angle, distance intersection** from (monument, direction),

per (reference) and (monument, direction), **per** (reference)

Example: From one direction holding to a control line (monumented and referenced), set off a direction using the angle of the stated reference. From the other direction holding to a control point (monumented and referenced), set off a direction using the distance of the stated reference.

8. **Statement: Set** (monument) **by angle, angle intersection** from (monument, direction),

per (reference) and (monument, direction), **per** (reference)

Example: Holding each control line (monumented and referenced) and setting off a direction using the angle of the stated reference.

9. **Statement: Set** (monument) **by distance, distance intersection** from (monument, direction), **per** (reference) and (monument, direction), **per** (reference)

Example: Holding each controlling point (monumented and referenced), set off a direction using the distance of the stated reference.

10. **Statement: Set** (monument) **by type of adjustment** of (state referenced data) between (monument), **per** (reference) and (monument), **per** (reference)

Example: State type of adjustment used (i.e., compass rule, grant line, etc.). Do not state “set by adjusted angle and distance”.

D 354 DEFERMENT OF MONUMENTS

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 \$350 will be charged for the cost of managing the deposit and processing refunds. See Subsection [D 954.8](#) of this Land Development Manual for the details of this procedure.

CASH RECEIPT: 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.

DIRECTIVE TO COMPLY: A Survey Monument Directive letter will be mailed to the surveyor of record, instructing the surveyor that final monuments must be set within six (6) months if any of the following conditions exist:

- 1) Upon receipt of a notice of completion of improvements from either the District Office or the Bureau of Contract Administration.
- 2) After recordation of the Final Map if no improvements are required.
- 3) As soon as possible after any required public improvements by the City (e.g. capital improvement projects, assessment project or defaulted bond proceedings) when such improvements are completed after recordation of the Final Map.

D 355 MONUMENT INSPECTION PROCEDURE

D 355.1 “SET” MAPS

The Survey Division shall inspect and verify all monumentation shown on the Final Map prior to recordation of the map. This shall be done subsequent to the approval of the boundary position by the Survey Division. A written inspection request together with the latest corrected copy of the Final Map

shall be submitted to the Final Map/ Monument Section. All monumentation shall be painted, flagged and made highly visible prior to inspection.

D 355.2 “TO BE SET” MAPS

When monumentation has been deferred by a Monument Bond, monument inspection requests shall be in writing within five days of the final monuments being set pursuant to [Section 66497 of the Subdivision Map Act](#). All points set with a different character than that which is shown on the recorded Final Map shall require a Certificate of Correction. Certificates of Correction shall be submitted to the Final Map Section for approval together with a check made to the Office of the County Recorder / Registrar for recording fees. As of August 2007, the rates for recordation are \$9.00 for the first sheet and \$3.00 for each additional sheet. (If using a personal check, include your drivers' license number on the check.)

Included with the request shall be a full size copy of the recorded map together with any tie notes and/or Certificates of Correction. All monumentation shall be painted, flagged and made highly visible prior to inspection.

D 355.3 MONUMENT INSPECTION REQUESTS

Send inspection requests to:
Final Map Section
Survey Division / Bureau of Engineering
City of Los Angeles
201 N. Figueroa Street, Suite 1100
Los Angeles, CA 90012-2623

D 356 MONUMENT CLEARANCE AND CERTIFICATION OF PAYMENT DIRECTIVE

After setting final monuments, the surveyor of record shall notify the Monument Section of the placement of the final monuments within five days of the final monuments being set pursuant to Section 66497 of the Subdivision Map Act. The Monument Section will forward notification to the surveyor of record when the final monuments are inspected and approved. The surveyor shall notify the Monument Section when the invoice for final monumentation has been paid. After sixty (60) days or as soon as the Monument Section receives acknowledgement that the surveyor has been paid, the bond will be refunded to the depositor. If the surveyor of record has not been paid, they may make a claim against the Survey Monument Bond by providing a written letter indicating non-payment with a copy of the unpaid invoice to the Monument Section. A claim notice will then be sent to the depositor notifying them of said claim. If the depositor can provide proof that the surveyor has been paid for final monumentation, the bond will be

refunded to the depositor. If after thirty (30) days no such proof is provided or there is no response, the unpaid invoice will be paid from the Survey Monument Bond with the balance will be refunded to the depositor.

MONUMENT COMPLIANCE DIRECTIVE: Failure to set monuments or request monument inspection within (6) months of the date of the Survey Monument Directive the surveyor of record will be sent a Monument Compliance Directive as a reminder and allowing thirty (30) more days to set final monuments.

FAILURE TO SET MONUMENTS: Should the surveyor of record fail to set final monuments then the Department of Consumer Affairs, Board of Registration for Professional Engineers and Land Surveyors Enforcement Unit will be notified of the violations under the provisions of Section 8780 (b) & (d) of the Professional Land Surveyors Act as well as Section 66495 of the Subdivision Map Act. The Survey Monument Bond will be forfeited and the Survey Division shall place the monuments.

D 360 FINAL REVIEW PROCEDURES FOR TRACT AND PARCEL MAPS (CLEARANCE OF CONDITIONS)

D 361 PARK AND RECREATION SITE REQUIREMENTS

If the Advisory Agency has required dedication of land for park and recreation sites as a condition of approval of a tentative map, the City Engineer shall not certify the final map to the City Council unless it includes such offer to dedicate for the required land, provided, however, that said offer may be by separate instrument. If the Advisory Agency has required the payment of fees for the acquisition and development of park and recreation sites and facilities as a condition of approval of the tentative map, such fees shall be paid to the Department of Recreation and Parks to be deposited in appropriate trust accounts in the Recreation and Parks Fund. The Department of Recreation and Parks shall notify the City Engineer of receipt of such fees. The City Engineer may then certify the final map. If the final map is not recorded, then, upon the written request of the subdivider, the Department of Recreation and Parks shall process and approve the refund of such fees to the subdivider.

D 362 COVENANT AND AGREEMENT

A "Covenant and Agreement" used to clear tract and parcel map conditions of the Bureau of Engineering, shall be prepared and recorded by the developer or his or her authorized representative. The existing legal description should be used to describe the property in lieu of the new tract or parcel map. The document must first be approved by the Land Development Group Final Review Section before recording it with the Los Angeles County Recorder.

The procedure for the developer or his/her representative to prepare the “Covenant and Agreement” document is as follows:

1. Fill out one copy of “Covenant and Agreement”. (See Figure D 362)
2. Print and sign the name of the property owners in the space provided. Signatures must be properly notarized.
3. Submit the document to the Land Development Group Final Review Section, 201 No. Figueroa Street, Suite 200 for approval and signature. A preliminary subdivision title report is required to verify ownership.
4. Record the document with the Los Angeles county Registrar-Recorder and obtain a certified copy. The original document will be returned to the developer after it has been microfilmed. The Los Angeles County Recorder is located a 12400 Imperial Highway, Norwalk, CA 90650, just east of the I-5 and 605 Freeways.
5. A certified copy of the recorded document must be submitted to the Final Review Section to clear the condition.

D 363 DEPARTMENTAL CLEARANCES

Before a tract or parcel map can be released for recording, clearance letters are required from the following departments/offices (See Figure D 363):

1. Department of Recreation and Parks.
2. Department of Water and Power – Water
3. Department of Water and Power – Power
4. Bureau of Engineering District Office.

For street merger conditions LDG staff will send out a “Notice of Merger” and monitor the necessary consents and approvals from utility agencies and all appropriate parties.

D 364 THE SUBDIVISION FILE

1. Arrange the file with Planning Actions on top according to the date of the date of the action (most recent on top).
2. Preliminary Guarantee.
3. T ordinance, if any and accompanying Council action.
4. Correspondence and all other items according to date with the most recent on top.

D 365 ELECTRONIC CONDITION CLEARANCES

LDG maintains an electronic condition tracking system under the Subdivision Map Status internet application. LDG staff posts the individual numbered conditions on this tracking system from the Planning Department approval letter. All involved city Departments must sign off their respective conditions through this online tracking system.

D 366 CONDITIONS CHECK

1. The checker should have filled out a check sheet with all conditions indicated thereon.
2. Compare map conditions with the check sheet to make sure the two agree.
3. Go through the file checking clearances against the check sheet and note and differences on the outside of the subdivision map file.

D 367 CHECKING THE MAP

Check for lot areas and widths as required by the zoning.

D 368 CHECKING THE TITLE SHEET

1. Check against final guarantee for ownership, trust deeds and signature omission notes (if public utility signatures are omitted make sure the utility has submitted a consent letter and that letter is in the file).
2. Complete the Certificate of Title at the bottom of the title sheet showing title company, policy number and all owners and trust deed holders (beneficiary or trustee) and date of final guarantee.

D 369 PREPARE THE COUNCIL REPORT

Pursuant to California Government Code Section 66458 and LAMC Sections [17.07\(B\)](#) and [17.56\(B\)](#) the following procedure is followed:

At the beginning of the Final Review period, the assigned LDG map checker will prepare a draft Council Report ([See Figure D 369](#)) recommending approval of the final map. The map checker shall note the following if applicable:

1. A Subdivision Improvement Agreement and Contract with attached security documents;
2. A zone change;
3. A building line removal ordinance;

4. A zone boundary adjustment resolution; and/or
5. A resolution of acceptance.

If any of these apply incorporate the appropriate recommendations and transmittal in the Council Report. If the map involves a merger and resubdivision or reversion to acreage, include the appropriate paragraphs in the discussion section of the report.

D 370 AFTER THE FINAL REVIEW

After the final review, the following items that will be required prior to sending the Council Report to the City Clerk should be rechecked:

1. City Assessments clearance.
2. County tax clearance
3. Received final guarantee from Title Company
4. Obtained City signature to certify the City Council Approval.

D 371 PREPARATION FOR CITY COUNCIL APPROVAL AND FINAL MAP RECORDATION

When the Land Development Group (LDG) map checker is finished with review of the final map it is delivered the Public Counter for tax and assessment clearance. As each of the steps are cleared, the individual clearing the particular step will log in on the Subdivision Map Status System with the date of the clearance.

The Public Counter staff will perform the following steps:

1. Two copies of the map are made.
 - a. **Final Map Checking Sheet (C/S) Print:** Fold one copy of the map, right side in and in quarters. In the upper right hand corner write “**C/S**” with the **Date** below it. In the middle of the quarter sheet write the **map number** in large numerals. Give this copy of the map to the Right-of-Way investigation group to verify the street names.
 - b. **Final Guarantee Request:** Fold one copy of the map right side out. Fill out letter to the Title Company, place it on the map and “**Z**” fold the map and letter keeping the letter head visible ([See Figure D 371](#)) and mail it to the Title Company.
2. Call the Los Angeles County Department of Public Works to verify if the **Taxes** and all **Fees** have been paid.

- a. If **Yes**, FAX a copy of the **Legal Description** (found on the title page of the map) to the Assessments Section of the Bureau of Street Lighting.
 - i. When the map has been cleared by Assessments, the Public Counter staff will notify the Civil Engineer in charge of the Final Map section. The Civil Engineer will then sign and date the map. After the map has been signed, return it to the LDG Map Checker.
 - b. If **No** County tax or Assessment Clearance, inform the applicant of all of the process steps until the clearances are received.
3. When the **Final Guarantee** is received, after it has been logged in the Subdivision Map Status System, it should be forwarded to the LDG Map Checker for review. If any discrepancies between the Final Guarantee and the Map are noted, the applicant informed to make the appropriate corrections.

Once the map has cleared the **County, Assessments**, any other **outstanding clearances** and we have a hard copy of the **Final Guarantee**; the LDG Plan Checker will review the map and process it for signature by the **Civil Engineer** and the **Group Manager**. The Group Manager signs and seals the map on behalf of the City Engineer.

The **Map** and the unnumbered file (**Yellow Back**) are now given to the Public Counter staff for processing after it has been seen by the Group Manager.

- a. The Public Counter staff now makes three copies of the Full Signature Council Report and distributes one copy each of them as follows:
 - i. City Clerk.
 - ii. Administrative Services Division.
 - iii. LDG office file.

Now both the **Originals** with full signature and initials are attached to the **Yellow Back**.

- b. The **Yellow Back** is then taken to **City Clerk Indexing**.
- c. The **Map** is now taken to the **Engineer of Surveys** for **Signature** and **Seal**.
- d. When the Engineer of Surveys has signed the map, it will be Returned to the LDG Public Counter staff.

D 380 APPROVAL OF FINAL MAP BY CITY COUNCIL

Once the map has obtained Los Angeles County tax and Assessment clearances and a copy of the final guarantee is available, the LDG map checker will forward the final map, draft report, the subdivision including the unnumbered file (Yellowback) and the Subdivision Improvement Agreement and Contract with attached security documents to the LDG Civil Engineer for review. After review, the Civil Engineer will forward the entire package to the Group Manager for signature. The Group Manager, after and signature, will then take all of these documents to the Public Counter staff for further processing.

Once the Council Report package is complete, it is sent to the City Clerk for scheduling at the full City Council. After approval by the full City Council, the map is ready for recording with the County Recorder.

At the same time the final map is obtaining approval from the City Council, appropriate signatures of City Engineer and Engineer of Surveys should be obtained on the final map. The Manager of LDG shall sign for the City Engineer.

Council Liaison will notify LDG the map was either **approved** or **held over**.

If the owner has paid for a **Conforming Copy** (extra copy with recording information) the LDG Public Counter staff should make a copy of the map and roll the copy and the original together for taking to the County Department of Public Works.

Once the map is approved and the copy made, the LDG Public Counter staff will take the map and Conforming Copy, if applicable to the City Clerk's Office for signature. The front sheet should be stamped with the **City Seal** by the City Clerk and they should sign and date the title page.

The approved map is now taken by the Land Development Group to the Los Angeles County Public Works Department in Alhambra for additional checking. The map should be placed in the box for "Recording" The County Public Works Department after finishing their checking takes the final map to Los Angeles County Recorder for the actual recording. A copy of the map is then returned to the Land Development Group by the County Recorder.

Once the trial map is delivered to the County Public Works Department, the responsibilities of the Bureau of Engineering are done. Engineering is not responsible for the actual recordation of the final map.

Mapping Division on a monthly basis will receive copies of recorded final maps from the County Recorder's office. Based on these recorded maps, Mapping Division will update the City maps.

D 381 MODIFICATION OF RECORDED PARCEL MAP

In addition to amendments to parcel maps authorized by Government Code Section 66469, after a parcel map is filed with the Office of the County Recorder, such recorded map, including the conditions of approval thereof, may be modified pursuant to the provisions of [LAMC Section 17.59](#). The provisions of this section are not applicable to certificates of correction or amending maps filed pursuant to Government Code Section 66469.

Applications for certificates of correction or amending maps filed pursuant to [LAMC Section 17.59](#) may be filed with the Advisory Agency. The filing and processing of such applications shall conform to [LAMC Section 17.53H](#) relating to the filing and processing of modifications of preliminary parcel maps. In addition to such requirements, a public hearing shall be held by the Advisory Agency, and 10 days notice thereof shall be published in a newspaper of general circulation and mailed to the applicant and to the owners of all property located within 500 feet of the subdivision (as shown on the records of City Clerk and on the records of the County Assessor for property located outside of the City of Los Angeles). Written notice shall be mailed to residential, commercial and industrial occupants of all property within 500 feet of the exterior boundaries of the property involved. This requirement can be met by mailing such notice "occupant". This notice shall conform to the requirements of [Government Code Section 66451.3](#). The decision of the Advisory Agency may be appealed in accordance with the applicable provisions of [LAMC Section 17.54](#) relating to the appeal of preliminary parcel maps.

Notice of the public hearing shall be posted by the applicant in a conspicuous place on the property involved at least 10 days prior to the date of public hearing.

Consideration of and action on such applications shall be limited to the proposed modifications.

No such modifications or amending map may be approved unless the Advisory Agency, or the Board of Zoning Appeals or the City Council on appeal finds each of the following:

1. That there are changes in circumstances which make any or all of the conditions of such map no longer appropriate or necessary;
2. That the modifications do not impose any additional burden on the present fee owner of the property;
3. That the modifications do not alter any right, title or interest in the real property reflected on the recorded map;
4. that the map and conditions as modified conform to the provisions of [Government Code Section 66474](#) and the LAMC.;

5. That the decision-maker has given consideration among other factors to the effects of the modifications on surrounding properties.

If an Amended Final Map is needed in conjunction with the modification, it should be processed similarly to the regular final map checking, Council approval and recordation process.