

D 600 RIGHT OF WAY APPLICATIONS

D 610 OFFERS TO DEDICATE PUBLIC EASEMENTS

Offers to dedicate public easements can be for streets, alleys, walks, sanitary sewers, storm drains and slopes. The easements can be voluntary (including private streets or required as the conditions of a Building Permit, Zone Change, ZA Case or LACFCD or State agreement. Except for voluntary dedications the decision is made elsewhere, i.e. the Planning Department. Many times required improvements will also a condition of the dedication. All of these easement dedications will require a report to the City Council and/or Public Works Committee..

D 611 DEDICATION APPLICATION PROCESS

The process starts with an application (See Figure D 611) submitted by the developer and the payment of an investigation and report processing fee (See [STANDARD FEES, CHARGES AND DEPOSITS](#)) submitted to

Bureau of Engineering
Land Development Group
201 North Figueroa Street, Suite 200
Los Angeles, CA 90012

The investigation and report processing fee is required under Section 7.3 of the Administrative Code and Section 61.03 of the Municipal Code. *This fee is non-refundable.* Checks submitted shall be made payable to the “City of Los Angeles Bureau of Engineering”. Personal checks only with a drivers license number will be accepted at the public counter of the Land Development Group. A receipt should be attached to the acceptance form and sent to the before processing of the request begins. The dedication will be processed by the:

Bureau of Engineering
Survey Division
201 North Figueroa Street, Suite 1100
Los Angeles, CA 90012
(213) 482-7193

The following information must be submitted along with the application:

1. Two (2) copies of a current title report that is less than six months old. These are used to determine the exact legal description of the land involved and the fee owner. The title report must show the property vested in the person(s) who will be signing the dedication

documents. No “*Property Profiles*” will be accepted. A copy of the partnership agreement or certificate is necessary for all LLC, Partnership or Corporations to verify the proper signatories.

2. All dedications for easement should be in one package; Street, Sewer, Storm Drain, Street Lighting, etc. The District Office or Division should be contacted for the necessary dedications.
3. Copy of Building Permit or worksheet, Dot Case, Planning determination letter, City Engineer Report to Planning, DIR, CPC, Zoning (ZA) determination or any other information obtained from the District Offices showing what is required.
4. Sketches and/or description identifying the area to be dedicated.

The following items must be checked and reviewed before accepting an application:

- Applications must be filled out completely.
- All supplementary items listed above must be submitted. An incomplete application package will delay the dedication processing
- No faxed copies will be accepted, because original signatures are required on all documents.
- Any information needed or to be verified regarding location, Council District, etc. can be found on the internet at “cityofla.org” or “*NavigateLA*”.
- Refer offers for utility easements to the Department of Water and Power, Land Section.

The Land Development Group now creates a file for the dedication which includes assemble card, backing sheet, district map, documents, etc. and logs the project on the computer.

R-3 Ordinance dedication clearances for building permits are obtained from the appropriate District Office. Neither the Survey Division nor the Land Development Group is responsible for this type of clearance.

D 612 DEDICATION INVESTIGATION AND REPORT

D 612.1 VOLUNTARY DEDICATION EASEMENTS OVER PRIVATE PROPERTY

After the Dedication Application has been received, referral letters are sent to the appropriate District Engineer and other City Departments depending on the type of easement being offered for dedication. If the request is for

acceptance of sewer, storm drain or slope easements, the referral need not be sent to the Planning Department. Offers to dedicate streets, alleys, sidewalks, walkways and pedestrian malls require approval of the Department of City Planning pursuant to Section 556 of the City Charter. The Resolution with “Description Approval” stamp is transmitted in duplicate to the Planning Department. The Planning Department referral letter must contain the Categorical Exemption (usually Article III, Class 5 sections are used).

The Municipal Code allows the Planning Department 50 days to respond to the Bureau of Engineering inquiry for their recommendations. The inquiry letter to the Planning Department should not be sent until the area to dedicate has been determined. Whenever possible all other referral letters or documentation should be sent to the Planning Department along with the inquiry letter to expedite the project. If the Planning Department does not respond within 50 days, the following wording will be used in place of the recommendation of the Director of Planning:

“The Council may consider this matter without a report from the Department of City Planning pursuant Section 15(E) of the Municipal Code, since the Planning Department did not respond within the 50 day time limit of Section 15(D) of the Municipal Code.”

A report (See Figure D 612.1) is then prepared for the consideration of the City Council and/or Public Works Committee. Use the project location in Recommendation “A” as this will be used in the Council Calendar and Journals. This report contains all of the recommendations and conditions, which must be completed prior to the easement deeds are prepared and recorded by the Real Estate Group. The petitioner is notified by the City Clerk’s Office of the time and location of the Public Works Committee or City Council meeting on the matter, If there is no objection to the *Conditions* in the report and it is determined there is no need for a Public Works Committee hearing, it is treated as a routine matter and is referred to the full Council for adoption of the City Engineer’s Report under the “Accelerated Review Process”.

After the City Council adopts the City Engineer’s Report, it is sent to the Bureau of Engineering Real Estate Group for processing and recordation of the documents. Once the documents are returned from the County Recorder to the Real Estate Group, a clearance letter to the Bureau of Engineering District Office or Department of Transportation will be issued.

D 612.2 DEDICATIONS FOR CITY PLANNING (APC, CPC, DIR) AND ZONING ADMINISTRATOR (ZA) CASES

If improvements are required as a condition of the dedication, the appropriate District Office should be contacted for B-Permit and Improvement Bond processing. The District Office must clear the improvement requirements by letter (See Figure D 612.2a) to the Land Development Group before clearance letter (See Figure 612.2b) can be issued to the Planning Department.

If in the conditions for approval for a Zone Change or Zoning Administrator (ZA) Case approved driveway pans, plot plans, etc. are required to be attached to the file, such approved plans must be submitted either to the Land Development Group or the Planning Department prior to the issuance of a clearance letter.

The legal description for any dedication required by the subject action is prepared by the Survey Division. It is then sent to the Real Estate Group for the preparation of easement deeds, consents, etc. Once the documents are returned from the Real Estate Group to the Land Development Group and the District Office has cleared the improvement requirements, a clearance letter to the Planning Department can be issued. The clearance letter can either be hand carried to the Planning Department or sent by City Mail.

D 612.3 DEDICATION DOCUMENT PROCESSING

A dedication is not complete until the documents are recorded. All conditions listed in the City Engineer's Report cleared through the Survey Division prior to the recordation of documents. The Real Estate Group, unless otherwise instructed, will send the necessary documents by to the address on the fee payment check for execution. If the applicants wish to save mailing time, they can request the Real Estate Group contact them by telephone to pick up the documents in person at the Real Estate Group office located at:

1149 South Broadway, Suite 610
Los Angeles, CA 90015
(213) 485-5447

To expedite some dedications an "Irrevocable Offer to Dedicate" instrument (See Figure D 612.3) will be prepared. However, no clearances will be issued for a required dedication until the document obtaining the dedication is signed and returned to the Real Estate Group for recordation.

When the Real Estate Group furnishes a copy of the recorded resolution, the Land Development should note the recording data on the file card and in the computer tracking system.

D 612.4 ACCELERATED REVIEW PROCESS

On June 26 1990, the City Council approved an “accelerated review process” for handling of routine administrative items. Each of the matters is ministerial and routine. In virtually every case the matter has been agreed to, or requested by, private individuals and result in an overall benefit to the City. In most instances, these actions are mandated by previously related Council Actions as conditions of those actions (i.e. zone changes, tract or parcel map approvals or street vacations). The eight matters in the opinion of the Chairman or Acting Chairman of the Public Works Committee to have no significant impact on land use, are not controversial in nature and have no financial impact to the City and can be directed to the full Council without Committee Review are as follows:

- A. Future Street Acceptances
- B. Quitclaim of Easements
- C. Dedication of Easements
- D. Release of Restrictions (access)
- E. Request for Stars in the Hollywood Walk of Fame
- F. Brass Plaques in the San Pedro Sports Walk
- G. Resolutions to Vacate and Ordinances required due to prior Council Action
- H. Communications from the Los Angeles Flood Control District (Plans/Specifications)

The Board Report prepared for the processing these items should be modified by placing directly above “Department of Public Works” in the heading the phrase: “ACCELERATED REVIEW PROCESS”. This should be done in all capital letters and underlined. Drop the entire heading down two lines o compensate. The report should refer to the specific letter associated with the case in question (i.e. ACCELERATED REVIEW PROCESS – C) in the Recommendations section.

A cover sheet (See Figure D 612.4) should also be used to process the items through the appropriate Council Office and the Public Works Committee Chair. This cover sheet is attached to the original Board Report copy as it is transmitted form the BOB Board Unit In Clerical Services to the Board Secretary.

It should be noted that whenever an item otherwise eligible under this policy is considered controversial by any interested party, the item would then be automatically directed through the full Committee review process.

D 620 ACCEPTANCE OF FUTURE STREETS, ALLEYS OR WALKS AS PUBLIC STREETS, ALLEYS OR WALKS

The City Engineer can accept future streets/alleys created by a subdivision prior to its 25 year expiration date or created by an Irrevocable Offer to Dedicate in lieu of going before the City Council. The acceptance should not be processed when there exists in the Irrevocable Offer to Dedicate language that states the dedication remains as a future street/alley. The acceptance of future streets, etc. as public streets, etc. requires a Public Works Committee Report. The key factors in the acceptance of future streets are as follows:

1. Resolution required
2. Set aside by Tract or “Irrevocable Offer”
3. Improvements are assured or existing
4. One foot wide “blockers” accepted when proper development of adjoining property assured
5. May be in conjunction with Offer to Dedicate
6. 25-year limitation for any future dedications
 - a. Affects those set aside by tract
 - b. R/W Investigation Section reviews tract maps for “future” dedications
 - c. Might be subject to quiet title action under Section 771.020 of the Code of Civil Procedures after 25 years
 - d. City cannot accept after 25 years if it meets the criteria for relinquishment
 - e. No improvements if City initiated.
7. Rejection of Future Streets, etc.
 - a. Must be provision of “Irrevocable Offer”
 - b. Resolution of rejection

D 630 RELINQUISHMENT OF RIGHTS IN FUTURE STREETS, ALLEYS OR WALKS

The relinquishment of rights in future streets, alley and walks can be accomplished using a report to the Board of Public Works.

D 631 HISTORY AND BACKGROUND

In order to anticipate the ultimate needs for adequate access. Proper traffic circulation and the future orderly developments of the City, certain areas are designated on tract maps as future streets, alleys and walks. These are offered for some future dedication to the City and are not automatically accepted as public street. However, notwithstanding the non-acceptance, or rejection, they may still be accepted any time during the next 25 years as designation as a future street. Thereafter, Code of Civil Procedure, Section 748.5 specifies that title may be quieted, if the offer of the land subject hereto has not been accepted or used by the public and has been sold to a third person.

In the case of “Paris vs. County of Santa Clara 270CA 2nd 691”, the Court held that passage of 25 years without formal acceptance, together with the requisite nonuse and sale, caused a conclusive presumption to exist that the dedication has been forever non-accepted or rejected. An acceptance by the County after the 25-year period, and constructing street improvements, constituted an inverse condemnation. Therefore, the case stands for a rule that after 25 years the City loses all legal right to use the future street under certain circumstances.

Although street vacation proceedings are still being used by the to clear the title of the future streets that have been dedicated by map over 25 years ago, a more expedient alternative was created to relieve the owner of the future street encumbrance and to clear the cloud title to the land. Under C.F. No. 72-2735 adopted on September 6, 1973, the City Council authorized the Board of Public Works to investigate requests for formal relinquishment of rights to future street dedication and if it finds that the area has been sold to a third person and has not been for street or alley purposes, then it is permitted to authorize execution of the necessary documents to acknowledge the rejection of the offer. In so doing, the Board is not giving any City property, as the City has already lost its therein, and the Board is merely acknowledging this fact so as to satisfy the title insurers.

D 631.1 CODE OF CIVIL PROCEDURES (APPLICABLE SECTIONS)

The following sections of Article 2 of the Code of Civil Procedures (Land Dedicated for Public Improvements) are used in the determination relinquishment requests:

1. Section 771.010 - Proposed dedication; conclusive presumption on of non-acceptance; required conditions.

If a proposal is heretofore or hereafter made to dedicate real property for public improvement, there is a conclusive presumption that the proposed dedication was not accepted if all the following conditions are satisfied:

- a) The proposal was made by filing a map only.
- b) No acceptance of the dedication was made and recorded within 25 years after the map was filed.
- c) The real property was not used for the purpose for which the dedication was proposed within 25 years after the map was filed.
- d) The real property was sold to a third person after the map was filed and used as if free of the dedication.

2. Section 771.020 – Action to clear title; law governing; judgement.

- a) An action is authorized to clear title to real property of a proposal to dedicate the property for public improvement if there is a conclusive presumption pursuant to Section 771.010 that the proposed dedication was not accepted.
- b) The action shall be pursuant to Chapter 4 (commencing with Section 760.010) and shall have the following features:
 - 1) The public entity to which the dedication was proposed shall be named as defendant.
 - 2) The judgement in the action shall clear the title of the proposed dedication and remove the cloud created by the proposed dedication.

D 632 PROCESSING PROCEDURES

After the 25-year period has elapsed on the future street alley or walk dedication outlined in Subsection D 631 above, the Land Development Group will make a complete investigation of requests for future street, alley or walk vacations, quiet title actions or relinquishments initiated by either a private or public entity, in order to determine if the provisions of Section 748.5 of the Code of Civil Procedures applies.

The following procedures shall be used to process request relinquishment of rights in future dedication:

1. The petitioner must submit a request letter or application (See Figure D 632) to:

Gary Lee Moore, City Engineer
Bureau of Engineering
Attention: Land Development Group
201 North Figueroa Street, Suite 200
Los Angeles, CA 90012

2. The petitioner must submit the following:
 - a. Map showing the future street, alley or walk to be relinquished or the legal description of the area.
 - b. Copy of the Tract or Parcel Map which dedicated the future easement.
 - c. Copy of Grant Deed or Title Report showing current owner. If the property has been sold within six months a new Title Report will be required.
 - d. Telephone number of where petitioner can be reached during the day.
3. The Land Development Group will then set up a file with assemble card, backing sheet, district map, documents, etc. and log the project into the computer tracking system.
4. The ownership of the property is investigated and if the property is Owned by the City or the original developer it is referred to the Street Vacation Section.
5. The following criteria is used to determine if a report can be written to the Board requesting authorization of the relinquishment the future street, alley or walk rights:
 - a. Was the dedication made by the tract over 25 years ago?
 - b. The acceptance as public was not endorsed on the map.
 - c. The area has never been used or improved as public.
 - d. The property has been sold to a third party i.e., anyone other than the developer or the City.
6. An investigation and report processing fee (See [STANDARD FEES, CHARGES AND DEPOSITS](#)) is required under Sections 7.41.1 and 61.03 of the Administrative Code. This fee is non-refundable. The

check should be made payable to the “City of Los Angeles”. The petitioner’s cancelled check is their receipt.

7. LDG now writes the Board Report to clear the encumbrance over the property to be sent to the Board with two copies of each transmittal. The involved property should be investigated 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, alley or walk 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 notified by a letter from LDG.
8. After the Board of Public Works adopts the City Engineer’s Report, it is sent with documents to the Real Estate Group for processing after payment of Document Processing fees (See [STANDARD FEES, CHARGES AND DEPOSITS](#)).
9. The Real Estate Group after collecting the required recording fees which are set forth by the County Recorder of Los Angeles County. The Real Estate Group will then record the document and furnish the Land Development Group with a copy of the recorded document. The recording date should be noted on the file card and in the computer tracking system.

The relinquishment which clears a future street, alley or walk encumbrance does not affect any other encumbrances over the property. Separate action must be taken to clear any other easements.

D 640 DEDICATION OF CITY-OWNED LAND FOR PUBLIC STREET, ALLEY, WALK, STORM DRAIN AND SANITARY SEWER PURPOSES

The dedication of City-owned land to be used for public street, alley, walk, storm drain or sanitary sewer purposes requires a Public Works Committee and an Ordinance. The land was usually obtained when the City acquired fee interest by Grant Deed, Tax Deed etc. or the Board of Public Works acquired jurisdiction from another City department. The property in question can also come from the sale of City-owned land, City projects or “leftover parcels”.

The Survey Division process City owned land dedications. The steps in this type of dedication process are as follows:

1. The petitioners, if it is a petitioner request, send a request letter to:

Gary Lee Moore, City Engineer
Bureau of Engineering
Attention: Survey Division
201 North Figueroa Street, Suite 1100
Los Angeles, CA 90012

2. The petitioners must furnish a sketch and/or description identifying the easement to be dedicated.
3. Survey Division sets up a file which includes assemble card, orange backing sheet, district map, documents, etc. and logs the project into the computer tracking system.
4. Survey Division then prepares a draft Ordinance authorizing the dedication.
5. Survey Division then sends a referral to the appropriate District Office for comments and recommendations. If the request is for other than sewer, storm drain or slope easement, send a memo together with a draft of the ordinance duplicate to the Department Of City Planning for report per the City Charter.
6. The draft ordinance is also sent in duplicate to the City Attorney for approval as to form and legality along with any Planning Action if applicable.
7. Survey Division now writes a report to the City Council Public Works Committee. Use the location of the project in Recommendation 1 as this will be used in the Council Calendar and Journals. Use ACCELERATED REVIEW PROCESS - C for non-controversial reports.
8. After the City Council adopts the City Engineer's Report and Ordinance, the Ordinance is sent to the *Daily Journal* for publication.
9. When the Ordinance is published, clip it from the *Daily Journal* and attach it to the back of the file card and note the Ordinance Number and publication date on the card. Also enter this information into the computer tracking system.
10. If this dedication involves the naming of the street, notify the owners, occupants and concerned agencies.

D 650 QUITCLAIMS AND RELEASES

D 651 QUITCLAIMS OF SANITARY SEWER, DRAINAGE OR SLOPE EASEMENTS

The quitclaiming of City easements requires the writing of a Public Works Committee Report and an ordinance authorizing the Quitclaim. City easements are usually quitclaimed when they are no longer needed or if they are still needed, can be quitclaimed if a replacement easement and/or facilities are provided. These quitclaims are for single purpose easements (Sewer, Storm Drain or Slope) and not to be used for Public Utility Easements.

The Quitclaim Deed is issued to the record owners after all conditions are met

The Quitclaim of equestrian or open space easements requires approval of the Department of City Planning.

The steps involved in the quit claim process are as follows:

1. Petitioner submits a letter or application (See Figure D 651) to:

Gary Lee Moore, City Engineer
Bureau of Engineering
Attention: Land Development Group
201 North Figueroa Street, Suite 200
Los Angeles, CA 90012

Including a legal description or sketch of the involved easement, a daytime telephone number and the reason for the request. Note: water line and public utility easements are quitclaimed by the Department of Water and Power, Land Section.

2. The petitioner submits copies of document which dedicated the easement.
3. The petitioner submits two copies of a current title report, preferably less than six months old. The title report is used to determine the exact legal description of the land involved and the fee owner. A "Property Profile" is not acceptable.

NOTE: All applications must be filled out completely. No faxed copies will be accepted as original signatures are needed on all requests.

4. LDG collects an investigation and report processing fee (See [STANDARD FEE, CHARGES AND DEPOSITS](#)) as is required under Section 7.40 of the Administrative Code and Section 61.03 of the

Municipal Code. This fee is non-refundable.

5. The Real Estate Group will collect the required recording fees which are set forth by the County Recorder of Los Angeles County.
6. LDG sends referral letters to the appropriate District Office and other City Departments depending on the type of easement being quitclaimed. The department of City Planning is not involved with sewer, storm drain or slope easements. After all the Departments have responded, an Ordinance is prepared and sent to the City Attorney for approval.
9. Now LDG prepares a report for the City Council's consideration. The report contains all of the recommendations and conditions which must be completed prior to the quitclaim deed being prepared and recorded by the Real Estate Group.
10. The City Clerk's Office notifies the petitioner of the time and place of the Public Works Committee or City Council Meeting on the matter. If there are no objections to the conditions in the report, it is treated as a routine matter and is referred to the whole Council for adoption of the report under the "Accelerated Review Process".
11. After the Council adopts the City Engineer's Report, it is sent to the BOE Real Estate Group for processing and recordation of the documents. All conditions listed in the City Engineer's Report must be cleared through LDG prior to the recordation of documents.

A minimum of six months is required to complete the investigation and hearing by the Council. If the request requires completion of conditions, it will take considerably longer. There is no way to expedite these projects as they require a thorough investigation.

Each project is given a title by street name and subject and is entered in the computer tracking system. The street name is that upon which the property fronts. A Right-of-Way Number is assigned to each project upon receipt of the investigation fee. This number is used primarily by the Real Estate Group for processing of documents for recordation. All requests from the public should be refer to the project title and not the Right-of Way Number.

D 652 RELEASE OF VEHICULAR ACCESS RESTRICTIONS

The release of a vehicular access restriction requires the writing of a Public works Committee Report. These restrictions are usually imposed by Tract Map (Resolution or other document) for traffic considerations. They can be partially or

entirely released. Any release of vehicular access restrictions requires the approval of the Department of Transportation. The release will require an ordinance and recordation of a Release of Restriction Instrument (See Figure D 652). The report and draft ordinance are prepared by the Land Development Group and an appropriate fee (See [STANDARD FEES, CHARGES AND DEPOSITS](#)) is to be charged.

The steps involved in the release of a vehicular access restriction imposed by Tract Map or other City Council action are as follows:

1. Petitioner sends a voluntary request letter to:

Gary Lee Moore, City Engineer
Bureau of Engineering
Attention: Land Development Group
201 North Figueroa Street, Suite 200
Los Angeles, CA 90012

2. Petitioner furnishes sketch and/or description identifying the area over which release is necessary.
3. Land Development Group (LDG) sets up a file which includes assemble card, backing sheet, district map, documents, etc. and logs the project into the computer tracking system.
4. LDG sends a referral to the appropriate District Office and the Department of Transportation for comment and recommendations. No Department of City Planning approval is required for this release.
5. LDG writes and sends a draft of the Ordinance and Release Document to the City Attorney for approval as to form and legality.
6. LDG now writes a report to the City Council for approval of the release. Use the location of the project in Recommendation 1 as this will be used in the Council Calendar and Journals. Use ACCELERATED REVIEW PROCESS – D unless the release is controversial.
7. After the City Council adopts the City Engineer's Report, the Council File should be sent to the Real Estate Group for processing documents After the petitioner pays Document Processing Fees (See [STANDARD FEES, CHARGES AND DEPOSITS](#)).
8. The Real Estate Group will record the document and furnish the Land

Development Group with a copy of the recorded document. The recording date should be noted on the file card and in the computer tracking system.

D 652.1 RELEASE OF COVENANTS AND AGREEMENTS, WAIVERS OF DAMAGES AND OTHER AGREEMENTS

These types of releases are processed in a similar manner as vehicular access restriction releases as outlined in D 652. The only difference is that Waivers of Damages can be release using only a report to the Board of Public Works. The release of Covenants and Agreements and other agreements still require a report to the Public Works Committee of the City Council. The processing steps are as follows:

1. Petitioner submits a request letter to:

Gary Lee Moore, City Engineer
Attention: Land Development
201 North Figueroa Street, Suite 200
Los Angeles, CA 90012

2. Petition furnishes document information to LDG (a copy of the recorded document is preferred) including a current title report and a map of the area.
3. LDG sets up file including assemble card, backing sheet, district map, Documents, etc. and logs the project into the computer tracking system.
4. LDG send a referral to the appropriate District Office for comment and recommendations.
5. LDG prepares a "Release of Agreement" document (See Figure D 652.1a)
6. LDG writes a report to the Public Works Committee (See Figure D 652.1b) or the Board of Public Works (See Figure D 652.1c). Some agreements such as "Waiver of Damages only require a Board Action.
7. After the receiving the Board or Council Action, LDG logs the result into the computer tracking system and closes the file.

D 660 TRANSFER OF JURISDICTION

D 661 COUNTY SYSTEM HIGHWAYS PROJECT

A Public Works Committee report is required when the Los Angeles County Road Department requests the right to perform street work on a roadway that is under both County and City jurisdiction. The procedure for processing these requests was established on July 3, 1972, under C.F. No. 72-1654. The steps involved in this process are as follows:

1. The County Board of Supervisors adopts a resolution requesting temporary jurisdiction to perform street work in the City of Los Angeles.
2. LDG will then receive a request letter together with the County Resolution from the County of Los Angeles.
3. LDG will set up a file including assemble card, orange backing sheet, District Map, documents, etc. and logs the project into the computer tracking system.
4. LDG sends a referral to the appropriate District Office, Department of Transportation and the Bureau of Street Services for comments and recommendations.
5. LDG now writes the City Resolution recommending acceptance of the temporary jurisdiction request and write a report transmitting the City Resolution to the Public Works Committee of the City Council. Recommendation 1 should refer to the project type and street limits as this is used in the Council Calendar and Journals. Recommendation 2 should state the report should be reviewed by the Councilperson of the District and the Inter Governmental Relations Committee.
6. After the City Council adopts the City Engineer's Report, the Council Action is sent to the County Board of Supervisors.
7. After the project is completed, the County relinquishes the jurisdiction back to the City.

D 662 TRANSFER WITHIN CITY DEPARTMENTS

The transfer of City-owned property between City departments for street, alley, walk, sewer, storm drain or slope purposes require a report directly to the Public Works Committee or a report to the Board of Public Works with a recommendation that it be transmitted to the Public Works Committee.. This will depend on the method the other department uses for the transfer of jurisdiction. The steps in the process are as follows:

1. A request is made by another City Department or a private developer that property owned by the City of Los Angeles under the jurisdiction of

a department other than Public Works be transferred to the jurisdiction of the Board of Public Works for public street, alley, walk, sanitary sewer, storm drain, slope or other purposes. In some cases Board of Public Works may request other departments to transfer jurisdiction to the Board of Public Works.

2. The legal description is generally prepared LDG, if requested, or LDG will verify the correctness of a legal description submitted by the other department. This legal description is prepared before the other department submits the action by their Board for Bureau of Engineering consideration.
3. The other City department's commissioners adopt a Resolution transferring their jurisdiction to the Board of Public Works.
4. LDG Sets up a file including assemble card, backing sheet, District Map, documents, etc. and logs the project into the computer tracking system.
5. LDG send referrals to the appropriate District Office and the Department of City Planning (for street, alley or walk) for comments and recommendations. Sometime improvements are required before jurisdiction over an acquired property is accepted. If the offer is only for the dedication of sewer, storm drain or slope easements, the referral does not have to be sent to City Planning for report.
6. The City Planning referral memo must contain the Categorical Exemption from the CEQA of 1970. Article VII Class 5 is most often used. If the Department of City Planning does not respond within 50 days, the following will be used in place of the recommendation of the Director of Planning:

"The Council may consider this matter without a report from the Department of City Planning pursuant to Section 15(E) of the Municipal Code, because the Department of City Planning did not respond within the 50-day time limit of Section 15(D) of the Code"
7. LDG prepares a City-land dedication Ordinance and sends it to the City Attorney in duplicate for approval as to form and legality. If the transfer of jurisdiction is for street, alley, walk or other dedication which requires a City Planning Report, a copy of the Planning Action should also be transmitted to the City Attorney.
8. LDG prepares a report to the Board of Public Works with instructions for the Board to transmit the report to the City Council for adoption of the Ordinance after the Board Action. Recommendation No. 2 should

read: “A copy of this report, together with transmittals to be transmitted to the Public Works Committee (directly to Council if using accelerated procedures) with the following recommendations:_____”. (Use recommendations form City-land Dedication Report)

9. The dedication of the property and transfer of jurisdiction is complete after the report is adopted by the City Council and the Ordinance is published in the *Daily Journal*.
10. LDG should complete the status card and enter the dates and information in the computer tracking system. (See D 620 for procedures on acceptance)

D 670 REDESIGNATION OF RIGHTS OF WAY

The redesignations of rights of ways are only done in conjunction with subdivisions with the approval from the Department of City Planning. Alley to street redesignations is done by Ordinance as part of the Final Map package.

D 671 PEDESTRIAN MALLS

In order to establish a pedestrian mall the City must comply with the provisions of the Pedestrian Mall Act of 1960, which is a part of the California Streets and Highways Code (CSHC). The steps that the City must perform to establish a pedestrian mall are as follows (If the City will be levying assessments or making any capital improvements in connection with the pedestrian mall, the additional provisions will apply):

1. LDG must prepare a Resolution of Intention (CSHC Sec. 11200) that needs to be adopted by the City Council. The Resolution must contain the following:
 - a. A statement that public interest and convenience require the establishment of a pedestrian mall and that vehicular traffic will not be unduly inconvenienced.
 - b. A general description of the city streets which are proposed to be established as a pedestrian mall.
 - c. A general description of the mall intersections.
 - d. A general description of the intersecting streets.
 - e. A statement that the City Council proposes to adopt an ordinance prohibiting, whole or in part, vehicular traffic on the pedestrian mall.

- f. A general statement of the source or sources of moneys to be used to pay damages, if any allowed or awarded to any property owner.
 - g. A day, hour and place for the hearing by the City Council of protests and objections to the establishment of the proposed pedestrian mall and a statement that any persons having any objection to the establishment of the proposed pedestrian mall may file a written protest with City Clerk at any time not later than the time of the hearing.
 - h. A statement that any person having any interest in any real property which might suffer legal damage by reason of the establishment of the proposed pedestrian mall may file a written claim of damages with the City Clerk at any time not later than the time of the hearing; that such written claim must describe the real property as to which the claim is made, must state the exact nature of the claimant's interest, must state the nature of the claimed damage and must state the amount of damages claimed; that failure to file such written claim within the time provided shall be deemed a waiver of any claim for damages or compensation and shall operate as a bar to any subsequent action seeking to prevent the establishment of the pedestrian mall or to recover damages on account of such establishment; and that the filling of such a claim shall operate as a bar in any subsequent action to the recovery of any damages or compensation in excess of the amount stated in such claim.
2. Per CSHC Section 11301, LDG must post a Notice of Intention. Copies of a resolution headed "Notice of Intention to Establish a Pedestrian Mall" in letters at least one-half inch in height must be posted not more than 300 feet apart as follows:
 - a. On all City streets proposed to be established as a pedestrian mall.
 - b. On all intersecting Streets.
 - c. Not less than 90 days prior to the hearing.
 3. Per CSHC Section 11302.5, LDG must record a copy of the Resolution of Intention in the office of the County Recorder. The copy must be recorded not less than 90 days prior to the public hearing.
 4. Per CSHC Section 11302, LDG must mail out copies of the Resolution

of Intention. A copy of the Resolution of Intention must be mailed, not less than 45 days prior to the hearing, to each person having an interest in any parcels of land abutting upon any portion of the pedestrian mall or any portion of any intersecting street.

5. LGD needs to arrange for a public hearing to be held. If the majority of the landowners who have frontage on the proposed pedestrian mall have made written objection to the establishment of the proposed pedestrian mall, the City Council must terminate the proceedings for establishment per CSHC Section 11306.
6. Per CSHC Section 11600, an ordinance establishing the mall must be adopted. This ordinance can not be adopted until moneys have been provided for payment of all claims, if any, allowed for payment of all damages and compensation, if any, awarded in any legal action. LDG will prepare the draft ordinance, which must be reviewed by the City Attorney for form and legality. The ordinance must contain the following:
 - a. A general description of the pedestrian mall and a statement that the pedestrian mall is finally established. The mall as finally established must be substantially the same as described in the Resolution of Intention.
 - b. Rules and regulations prohibiting vehicular traffic on the pedestrian mall subject to such exceptions as the ordinance may provide. Such rules and regulations and such exceptions must be substantially in accordance with the statements in the Resolution of Intention.
 - c. Additional rules and regulations that the City Council determines pertaining to the interpretation, operation and enforcement of the rules and regulations referred to above, and otherwise pertaining to the use, operation, maintenance and control of the pedestrian mall.
 - d. Provisions that the City Council determines pertaining to the operative date or dates of such rules or regulations.

D 680 VOLUNTARY DEDICATIONS

The voluntary offer to dedicate easements including street, alley, walk, sanitary sewer, storm drain, slope, etc. is processed by the Survey Division. The processing steps for this procedure are as follows:

1. Petitioner submits voluntary offer letter or application to:

Gary Lee Moore, City Engineer
Bureau of Engineering
Attention: Survey Division
201 North Figueroa Street, Suite 1100
Los Angeles, CA 90012

2. Petitioner furnishes sketch and/or description identifying the area to be dedicated. Refer offers for utility easements to the Department of Water and Power.
3. Petitioner must furnish two (2) copies of a recent title report or title insurance policy.
4. Survey Division collects the investigation and report processing fees (See [STANDARD FEES, CHARGES AND DEPOSITS](#)) as required under Section 7.2 of the Administrative Code. The petitioner should make the check payable to the “City of Los Angeles”. Collect a second check fee (See [STANDARD FEES, CHARGES AND DEPOSITS](#)) REQUIRED FOR PROCESSING DOCUMENTS FOR RECORDATION TO EFFECTUATE THE DEDICATION. Fee can be waived on request by other governmental agencies.
5. Make a receipt to the payer of the check that includes the job title, type of easement and Right-of Way No. (assign from blue “Dedication” binder). No R/W number is assigned to requests on which fees are waived.
6. Attach check to receipt (white and green copies) and leave at the front desk. Make two copies of the receipt together with the check for our files and for the Real Estate Group. Attach second check processing fee together with two copies of the title policy and place it in the Real Estate Group “pick-up” box.
7. Survey Division sets up a file including assemble card, backing sheet, district map, documents, etc. and logs the project into the computer tracking system.
8. Survey Division sends referrals to the appropriate District Office and the Department of City Planning for comments and recommendations. If the offer is for the dedication of sewer, storm drain or slope easements, the referral doesn’t have to be sent to City Planning for report (See the City Charter).

9. The City Planning referral memo must contain the Categorical Exemption from the CEQA of 1970. Article VII Class 5() is most often used. If the Department of City Planning does not respond within 50 days, the following will be used in place of the recommendation of the Director of Planning:

“The Council may consider this matter without a report from the Department of City Planning pursuant to Section 15(E) of the Municipal Code, because the Department of City Planning did not respond within the 50-day time limit of Section 15(D) of the Code”

10. If the offer is necessary for a Building Permit, a future easement can be obtained and acceptance of future easement can be sent to Council. (See D 620 for procedures on acceptances of Future Dedications.)
4. Survey Division writes a report to the Public Works Committee for authorization to accept the dedication. Use the location of the project in Recommendation “1” as this will be used in the Council Canendars and Journals.
5. Even after the Public Works Committee and the City Council adopt the City Engineer’s report, the dedication is not complete until the Easement Deed is recorded.
6. Now the Council File is sent to the Real Estate Group for processing documents.
7. The Real Estate Group now requests a legal description of the easement to be acquired from the Survey Division.
8. When the required conditions, if any, in the report are completed, the Real Estate Group records the easement deed with the County Recorder. This completes the Dedication.
16. If the Real Estate Group furnishes a copy of the recorded easement deed, Survey Division should note recording data on the file card and enter the information into the computer tracking system.

D 690 PUBLIC STREET NAMING PROCEDURES

D 691 BASIC STREET NAMING SITUATIONS

D 691.1 NAMING OF NEW STREETS IN AREAS WHICH ARE BEING DEDICATED ON SUBDIVISION MAPS

Prior to recordation all street names (Including common access and private driveways) are subject to approval by the City Engineer. Generally, a subdivider/developer submits names for use on new streets. If the developer so desires, names can be selected by the City Engineer. The City Engineer maintains a list of suitable names that can be used. Streets in continuous alignment with existing street names take the existing street name. This verified by checking Navigate LA, Division Index Maps, District Maps and the latest edition of the Thomas Bros. Map Book.

This is the only method for naming a street which does not require and Ordinance adopted by the City Council.

D 691.2 NAMING OF STREETS IN AREAS ACQUIRED BY INSTRUMENT FOR WHICH NO NAME HAS BEEN OFFICIALLY ESTABLISHED

The naming of previously established streets which have no official name requires an Ordinance adopted by the City Council. Many streets are the extensions of existing streets, thus the name is just continued by practice. These streets are usually “posted” and “known as” streets. A check of recent documentation is required to determine name is to be used. If a duplication of an existing street is found then a new name is assigned to the street. When an entirely new street is created, a new name can be assigned. Plans and Profiles of the street are use in determining the alignment and how the street was improved.

D 691.3 STREET NAME CHANGES

Division 19 of the Administrative Code delineates the procedures for changing the names of public streets. The City Council may determine that it is in the public interest, necessity or convenience to change the name of any public street to avoid duplication or for any other good and sufficient reason. Generally this action is in the form of a motion, which is presented by a Councilperson instructing the City Engineer to initiate street name change proceedings for a given street.

Street name changes can be initiated by a petition which is submitted by the owners or occupants of the property which abuts a street. This petition must be signed by a majority of property owners or occupants of the street. Each person

signing must give the legal address of the property for which they are signing. Each petition should state the reason for the street name change and may give one or more names which are satisfactory to the petitioners.

After the Council determines the necessity to change a street name or upon receipt of a petition, the owner and occupants of the subject street are notified by, by letter, of the proposed name change. Those persons who file written objections to the proposed change are notified of the time and place of the public hearing on the matter. If there are no objections to the street name change, a report to the Council together with the Ordinance, which has been approved by the City Attorney, will recommend approval.

The owners and occupants and other concerned agencies are notified of the change of name upon publication of the Ordinance in the Daily Journal. Street name changes are generally effective thirty days after publication of the Ordinance.

D 691.4 RELINQUISHMENTS AND STREET NAMES

The names of those altered, relocated or new streets which are constructed in conjunction with the construction of freeways are established upon relinquishment by the State of their jurisdiction.

Upon notification from the Relinquishment Coordinator of the Street Improvement Group, the Land Development Group initiates proceedings to establish the names on those public streets which require naming. Also investigated is if there are any house numbers affected by the name which is to be used. Generally, the established name is the one used.

This name establishment also requires the adoption of an Ordinance by the City Council. The concerned agencies are notified of the name establishment upon publication of the Ordinance.

D 692 PRIVATE STREET NAMES

On February 6, 1984, under Council File No. 82-0835, the City Council adopted an Ordinance authorizing the City Engineer to approve and change private street names. This process is done in the same manner as public street name changes and establishments, however, when changing the name of a private street name the petitioner is required to pay a fee ([See STANDARD FEES, CHARGES AND DEPOSITS](#)). Those persons who petition the City to change a private street name must submit a map of the area along with their fee.

Private street names can be shown on the maps of subdivisions by which they are created. Private streets are also created by Private Street Maps. Private

streets not on subdivisions have no officially approved name if created prior to 1984.

D 693 STREET NAMING POLICY

In April 1967, the County Street Naming Committee, of which the City of Los Angeles is a member, adopted following guidelines on Street Naming which are used by the entire County of Los Angeles whenever possible:

- Historic names or names referring to applicable geographic features should be used whenever possible.
- Names of existing streets should be used on new streets which are continuous alignment with, or are continuations of existing streets.
- Duplicated names within the County should not be used for new street names.
- Streets shall not be named for any commercial organization or in a manner to honor any living person.
- The use of suffixes such as Drive, Place, Way, Boulevard, Street or Avenue should not be considered as a part of the basic name. (In the City of Los Angeles they are considered as a part of the record name and are shown on Navigate LA, the District Map and in the Official List of City Streets as such).
- The use of prefixes such as North, South, East or West should not be used, if possible, as part of the official name of the street. The Post Office uses these prefixes for mail delivery.
- East and West thoroughfares shall be called “Streets”, North and South thoroughfares shall be called “Avenues”. Northwest/Southeast thoroughfares are “Streets”, Northeast/Southwest thoroughfares are “Avenues”.
- Streets adjacent to a freeway or other permanent division other than a divided highway, such as a railway, should have two different names on the two sides of such permanent division.
- The maximum length of a street name should be 16 letters including the spaces between words.
- The use of compound names shall be discouraged.

- Alleys, walks and other substandard public ways shall not be named.
- Names of streets shall be easy to pronounce or spell and should be distinctive to prevent confusion. Avoid using a name that sounds like another name. No obscenities, in any language shall be used.
- Private street names shall conform with those of public streets and shall follow the same guidelines.

D 694 OFFICIAL LIST OF STREETS

The City Engineer's Office is required by Division 19 of the Administrative Code to enter into a suitable book a list off all names used within the City of Los Angeles. This book is maintained by the Mapping Division.

D 695 OUTLINE OF PROCEDURES FOR STREET NAME CHANGES.

1. Petition or Motion
- 2, File, including Map and House numbers
3. Field Check
4. Notice of Proposed Street Name Change....Hold for 30 days for objections
5. Ordinance to City Attorney
6. Report with Ordinance to City Council
7. Publication of Ordinance
8. Notice of Street Name Change to concerned agencies, property owners and occupants
9. Cross-references entered into the computer data base
10. Street History and old name updated in the computer data base

D 696 LIMITED ACCESS AREA NAMES

A limited Access Area is described as a large describable area such as a condominium lot which has one main entrance. Limited Access Areas names are not street names and are used for mail delivery only. These names can only be Terrance or Lane. The use of Street, Avenue, Way, Place, etc. are not allowed.

One address is assigned to the condominium with each unit given a unit number and Limited Access Area name. Names for these areas are approved by the Land Development Group; however, Limited Access Areas are under the jurisdiction of the house numbering sections of the District Offices. These names must meet the criteria set forth for use as street names.