

## PARCEL MAP AND TRACT MAP SUBMITTAL

**For maps in unincorporated LA County, Cities where LA County is the City Engineer, or in Cities that contract with LA County to review their maps:**

1. pdf of final map
2. Date of approval/expiration of tentative map for city maps, and a copy of the conditions of approval for cities where verification of conditions are required.
3. Preliminary title report/guarantee or the name and order number of the company who will prepare it.
4. pdf of all deeds referenced on the map or required for the interpretation of deeds referenced on the map.
5. pdf of all other documents and information referenced on the map.
6. pdf of all other documents and information referenced on the map.
7. Mathematical traverses of the boundary of the division of land block boundaries, not-a-part areas, centerline loops, and each lot or parcel shown on the map. The mathematical traverses can be copies of hand run or computer/calculator printouts and must show latitudes and departures or coordinates, areas in square footage, curve data (including tangents), and errors of closure. Traverses are also required for any revisions made on the map after first submittal.
8. Two (2) exact scale duplicates of the most recent Assessor Map book page or pages with the boundary of the proposed division of land outlined in red.
9. Submit tax bond declaration plus latest processing fee.
10. The following items must be shown on the final map:
  - a. Labeling of all boundary lines with the reference which established the line.
  - b. Record data note for compiled parcel maps.\
  - c. Basis of bearing for surveyed maps.
11. Processing fees (minimum of the following for first submittals):
  - a. Map analysis ((depends on number of lots/parcels - see fee schedule).
  - b. Tax clearance: Latest fee with 5-year tax history by a title company (must be on original and signed by a title officer).
  - c. Verification of conditions fee: \$2,000 for Parcel Map or \$5,000 for Tract Map
  - d. Fire Dept. fees (County jobs only) – see latest fee schedule.
  - e. Parks and Rec. fees (County jobs only, collected only when applicable) – see latest fee schedule.
12. Digital Disk (map in Digital format, Auto-Cad or micro-station, no pdf).

**For maps in all other Cities, where LA County only records the final map:**

1. pdf of final map
2. Digital Disk (map in Digital format, Auto-Cad or micro-station, no pdf).
3. Date of approval/expiration of tentative map (page 1 of conditions).
4. Tax Clearance: - Latest fee with 5-year tax history by a title company (must be an original and signed by a title officer.)
5. Two (2) exact scale (usually 11" by 17") duplicates of the most recent Assessor Map Book page or pages with the boundary of the proposed division of land Submit original tax bond declaration and 2 copies and a latest processing fee.
6. Recording fee (First sheet \$10. Additional pages \$3 each additional page).
7. Title Report/Guarantee. A preliminary subdivision report is required for the initial submittal. An original final guarantee with the wet signature of the title officer is required for all tracts and for any parcel maps for which the owner's statement certificate is required on the title sheet. The guarantee must be received by this office prior to recordation. The County Recorder will not record any subdivision which has an owners statement on the title sheet unless it is accompanied by said original final guarantee with the wet signature of a title officer.