

City of West Hollywood Tract and Parcel Map Process

1. The Tract or Parcel Map process will start with the **City of West Hollywood's Planning Division** and the payment of the appropriate fee, according to the most recent fee schedule.
2. Tract maps shall be prepared for subdivisions of 5 or more lots, or condominiums with 5 or more units. Parcel maps shall be prepared for subdivisions with 1-4 lots, or condominiums with 1-4 units.
3. Tract or Parcel Numbers shall be obtained from the **Los Angeles County Department of Public Works Subdivisions Public Counter**, 900 South Fremont Avenue, Alhambra, CA 91801 (626) 458-4930.
4. Tentative map shall show:
 - a. Tract or parcel map number in the lower right hand corner.
 - b. Date, north arrow, scale, and name of all owners.
 - c. Boundaries
 - i. Appropriate bearings and distances
 - ii. Use of heavy lines to define
 - iii. Label with references to adjoining recorded map or deed lines
 - d. Legal description of the land – sufficient to define boundaries.
 - e. Lots – number each lot and show appropriate dimensions.
 - f. Contours (approximate) within and adjacent to subdivision.
 - g. Streets
 - i. Existing within and adjoining the subdivision – show name, location, width, status, and existing and proposed improvements.
 - ii. Proposed – identify by name or letter. Show location, width, status and improvements.
 - iii. Curve radius.
 - iv. Rate of grade, drainage direction and water distribution.
 - h. Easements – Location, width and status within the adjoining subdivision.
 - i. Vicinity Map, if appropriate. Show approximate distance from property boundary to at least one major street and if possible, to two streets.
 - j. Existing Structures
 - i. Show approximate locations of those not to be removed.
 - ii. Show if within 50 feet of subdivision on adjoining land.
 - k. Preliminary Grading Plan, if grading is indicated on Owner's Statement.
 - l. Zoning – present and proposed, delineate zone boundaries.
 - m. Storm Water – Approximate limits of any area subject to storm water overflow or inundation and the location, width, and direction of flow, each water course and/or scale.
 - n. Wells – existing or proposed.
 - o. Apartment Projects, Condominiums or Lease:
 - i. Show structures with number of units therein, building setbacks, and required distances between buildings.

- ii. Access – vehicular and pedestrian. Show on map, specify widths.
 - iii. Parking – show or specify not on map. Specify number and type (covered or uncovered).
 - iv. Recreation and services.
 - v. If more than one lot, specify the net area, the number of dwelling units, and the number of parking spaces for each lot.
 - vi. If a condo conversion, note on the map the project address and the number of each type of unit (1 Br, 2 Br, etc.) and comply with condominium conversion requirements for tenant notification of relocation fees and moving costs allocations. Submit a letter indicating that the tenants have been notified prior to submittal of tentative map.
 - vii. Submit letter that tenants have been notified of the provision of Sec. 66452.9 of the Subdivision Map Act and a copy of the notification to the tenants as it is specifically worded in the Map Act.
- p. Sewage disposal – location of any existing sewage disposal system which is proposed to remain in the division of land.

5. Final Map

- a. Once your tentative map is approved, you will prepare your final map for plan check with **Los Angeles County Department of Public Works Subdivisions**. 900 South Fremont Avenue, Alhambra, CA 91801 (626) 458-4930.
 - b. You will pay the necessary plan check fees directly to the LACDPW and work with their plan checker to make any corrections.
 - c. Once they have determined that your map is complete, check that the County has signed the cover sheet on the line that says City Engineer, and they will give you a letter that states that “As the City Engineer, I have reviewed...” and it will also state “IT IS RECOMMENDED THAT YOUR COUNCIL...” with a list of items.
6. You will bring the signed and completed mylars of your map, with the letter, and your contact information to the **City of West Hollywood Department of Public Works – Engineering Division**. Located at the second floor of 8300 Santa Monica Blvd, West Hollywood, CA 90069. (323) 848-6375.
7. Please be sure that all required development or in-lieu of fees are paid, (i.e. Quimby, public art, loss of parking space, etc.) prior to submitting final mylars to the Department of Transportation & Public Works – Engineering Division.
8. It will then be scheduled for the next council meeting agenda. Once council approves the map, the City Clerk and City Treasurer will sign the appropriate lines. They will contact the person you’ve designated for pick up, when the mylars are ready. Pick up will occur at the **City of West Hollywood - City Clerk’s Office** located on the first floor of 8300 Santa Monica Blvd, West Hollywood, CA 90069.
9. After you pick it up, you will take it back to Los Angeles County for recordation. Once recorded the process is complete.