

CITY OF LOS ANGELES
Department of City Planning
Division of Land, 7th Floor
200 North Spring Street, Los Angeles, CA 90012-4801
(213) 978-1330

INSTRUCTIONS FOR FILING PRIVATE STREET MAPS

APPLICATION:

1. Eight copies of Private Street Map Owner's Statement (CP-6210) and 30 copies of the proposed private street map must be filed with the Department of City Planning at the location specified above. All maps must be folded to 8½ x 11. Four copies must be stamped for clearance by the Grading Section of the Department of Building and Safety, 3rd Floor, 201 North Figueroa Street prior to filing with the Department of City Planning.
2. An original and eight copies (nine total) of a radius map (500 feet) showing land use, related case numbers and zoning. If notification is required, the map should also contain the key to the ownership and occupant list. Prior to filing and making copies, the radius map should be checked and signed by the Cartography Unit located at 201 North Figueroa Street, 4th Floor.
3. A list of owners of property and occupants (with perjury statement) lying within a 500-foot radius of the subject property and adjoining the private street. Submit three copies, including one set composed of self-adhesive gummed labels (1" x 3" size) with the private street number on each label. The certification statement shall be attached to the list. The list is not required for commercial or industrial tracts involving less than five lots.

(For specific instructions for 2 and 3 above, see Cartography Unit, 4th Floor, 201 North Figueroa Street, (213) 482-7085, and obtain a copy of publication Radius Map Requirements for Private Street Map.)

4. Environmental clearance document (Categorical Exemption, Negative Declaration or full EIR) or Environmental Assessment Form case number from the Planning Counter, 201 North Figueroa Street, 4th Floor.
5. Two or more pictures of project site showing walls, trees and existing structures, mounted on 8 1/2 x 11 or 8 1/2 x 14 cardstock.
6. Oak Tree Report - Two copies with maps prepared by a tree expert as defined by Ordinance 153,478 evaluating the preservation, removal, replacement, or relocation of said oak trees (if applicable). If no oak trees exist on site, please submit a letter by the landscape architect certifying that there are none.
7. For large properties with trees 12 inches or more in diameter: One copy of a plot plan prepared by a reputable tree expert as defined by Ordinance 153,478, indicating the location, size, type and condition of all existing trees on the site. The plan shall contain measures recommended by the tree expert for the preservation of as many trees as possible and the number of desirable trees that require removal. Mitigation measures such as replacement by a minimum of 24-inch box trees in the parkway and on the site, on a 1:1 basis, shall be required for the unavoidable loss of desirable trees on the site.
8. Bureau of Engineering Requirements:
 - a. Street improvements (include on private street map)
 - Curb offset from center line
 - Gutter widths
 - Sidewalk and parkway widths
 - Pavement widths and surfacing material
 - Location of street trees, lights, fire hydrants, power poles
and other above-ground public utilities
 - Sewer and manhole locations

Storm drain catch basins' location and widths
 Alley improvements, including cross gutters and encroachment,
 if any, including power poles.

- b. Adjacent land use (if not shown on radius map).
- c. A second set of pictures including two pictures along each street and alley frontage (one from each direction showing existing improvements) and one of the project site mounted on 8 1/2 x 11 or 8 1/2 x 14 cardstock.
- d. On-site features affecting access (include on private street)
 Driveway grades and clearances
 Parking layouts where cars are required to back onto highways

9. Street address for all parcels sharing the same easement right

Submit with each application the official street address of the property obtained from the Street Address Section of the Bureau of Engineering, 3rd Floor, 201 North Figueroa Street.

LEGAL DESCRIPTION:

Three copies of a legal description of the total property sufficient to describe its location must be filed with the private street map or the legal description may be printed on the required map, in lieu of submitting separate copies. Submit lot cut print-out and map for each parcel sharing the same easement right from the City Clerk Land Records Office (201 N. Figueroa St., Room 730).

DOCUMENTATION OF EASEMENT:

Three copies of the recorded document granting the easement.

GEOLOGICAL AND SOILS REPORTS:

The soils report shall be prepared by a registered civil engineer specializing in soil mechanics and shall accurately relate all geologic and appropriate engineering data to the proposed building sites and private street and shall provide a complete analysis of the project on a parcel-by-parcel basis. Further, said reports shall contain conclusions.

1. If this private street lies within the hillside area, three copies of geology and soils engineering reports must be filed with the Department of Building and Safety, together with three copies of the map; unless waived by the Grading Section of Building and Safety.
2. The private street map and reports are reviewed and the maps stamped by the Department of Building and Safety prior to filing with the Department of City Planning.

COMPLIANCE WITH ZONING AND DIVISION OF LAND REGULATIONS REQUIRED:

If the proposed private street map involves a division of the land, then a tract or parcel map application must be filed concurrently with the Department of City Planning, Subdivisions Section, 200 North Spring Street, Room 763, Los Angeles, CA 90012-4801.

FILING FEE:

1. The required filing fee in accordance with the current fee schedule, Form CP-6120, must be paid at the time of filing. Checks should be made payable to the City of Los Angeles.
2. A processing fee payable to the Los Angeles City Department of Building and Safety for review of geological and soils reports will be required prior to the filing of the private street map.

PRIVATE STREET MAPS:

The map shall be prepared under the direction of a licensed surveyor or a registered civil engineer and shall contain the following information:

1. A private street number furnished by the County Department of Public Works, (626) 458-7362, together with the following statement: The purpose of this map is to obtain approval of the private street(s).
2. Date, north arrow: map drawn to an engineer's scale of at least 1 inch = 100 feet.
3. Dimensions and record boundaries of the total property and dimensions of the proposed divisions thereof with separate parcels labeled A, B, etc.
4. A vicinity map, at a scale of 1 inch = 100 feet, showing closest intersecting streets and approximate dimensions of adjoining ownerships and any additional ownerships over which the private street traverses or is proposed to traverse.
5. Names, addresses and telephone numbers of record owners and engineer or surveyor.
6. The location, name and width of the proposed private street and of all existing public streets, alleys, ways and other private streets which are contiguous or adjacent to the subject property.
7. The approximate grades of all existing and proposed public streets, alleys, ways and private streets.
8. The approximate width and location of all existing and proposed easements for drainage, sewer and public utility purposes.
9. The approximate radii of all curves.
10. The net area of each proposed parcel (exclusive of the private street).
11. The proposed method of sewerage disposal.
12. The proposed use of the property and the existing zoning.
13. Name of community and density permitted under the Community Plan.
14. The existing and proposed contours, drawn at intervals of not more than 5 feet and not more than 2-foot intervals, if the slope of the land is less than 5 percent.
15. The approximate location, width and direction of flow of all water courses.
16. The location and outline of all buildings or structures on the property involved, including any trees, walls, fences or obstructions within the private roadway easement.
17. A notation shall be made on the map as to any existing structures which are proposed to be removed or relocated.

SUPPLEMENTAL INFORMATION:

Any information listed as a mapping requirement, which it is impossible or impractical to place upon the private street map shall be submitted in writing with the map and application.

Optional materials and information which the applicant may submit to assist in a full evaluation of the private street map application:

1. Letters from adjacent owners or property with the easement right stating whether or not they will be willing to have the private street serve as frontage and/or access to their property.
2. Site plans, profiled or other features of any proposed development.

PRE-HEARING CONFERENCE:

If your private street subdivision will involve an unusually large area and/or unusual design, a pre-hearing conference with the staffs of involved City agencies can be arranged to help resolve any potential problems. To discuss such a meeting, the consulting engineer should contact the Deputy Advisory Agency or the head of the Subdivision Unit at (213) 978-1326.