

## **PROCEDURE FOR COMPLETING AND FILING A FINAL PARCEL MAP**

1. A final parcel map must be prepared by a licensed land surveyor or a registered civil engineer who will make satisfactory arrangements with the Bureau of Engineering, Survey Division, with respect to needed boundary survey, survey monuments and street centerline ties. The prepared map must be in conformance with Bureau of Engineering standards.
2. A separate title page may be necessary and the following certificates and acknowledgments will be required on the final map:
  - A. Owner's certificate with possible offer of dedication.
  - B. Certificate of Compliance (City Engineer).
  - C. Certificate of Title (City Engineer).
  - D. Certificate of Special Assessments.
  - E. Certificate of Acceptance (City Clerk).
  - F. Notary statements for signatures.
  - G. Private engineers certificate.
  - H. County Engineer's stamp.
  - I. Owner's and interest holders' signatures.
3. Required street or alley improvements may be installed by the owner or such improvements will be considered assured if the owner posts with the City Engineer a cash or parcel map surety bond or other approved security. Construction permits, street plans and a subdivision improvement agreement will be required.
4. Recreation and Park (Quimby) Fees will be calculated by the Parcel Map Unit after the applicant submits a request.

If a recorded covenant and agreement is necessary to restrict the density on the parcel, this recorded document must be presented before such calculation can be made.

5. The final parcel map, together with evidence of compliance with all conditions of approval of the Advisory Agency, excluding dedication and bonding must be presented to the City Engineer, 634 S. Spring Street, 4th Floor, Los Angeles, California, together with the appropriate filing fees when the final map is submitted for checking and certification. The boundaries of the final map shall be fully referenced and copies of pertaining deeds submitted. A preliminary subdivision report will be required.
6. No sale of separate parcels is permitted prior to recordation of the final map in the Office of the County Recorder and any such sale is punishable as a violation of the State Map Act and the Municipal Code.
7. If the subject parcel map has been submitted to legalize an illegally divided parcel of land, the owners involved are mutually obligated to terminate the violation of the Municipal Code by proceeding diligently to comply with all of the conditions of approval of the preliminary parcel map and to expedite the filing of the final parcel map. In such cases, the maintaining of illegal parcels constitutes a continuing violation of the Code and the owners will not be permitted to unnecessarily delay the recordation of the final parcel map or to abandon the proceedings unless the property is restored to legal status in another manner and the Department of City Planning is so notified. (See Section 17.50 of the LAMC.)