



**Department of Planning and Community Development**

**GUIDE TO THE TENTATIVE TRACT AND PARCEL MAPS**

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**PRE-FILING**

The required environmental documentation may be submitted prior to filing of the tentative map.

**SUBMITTAL REQUIREMENTS**

- A completed Standard Application Form must accompany application for a Tentative Map;
- A registered Civil Engineer or Licensed Surveyor must prepare the map;
- A subdivider must obtain a map number from the Los Angeles County Land Development Division; the phone number is (626) 458-4930;
- Environmental Requirements – Submit an Initial Study Questionnaire Initial;
- Photographs and plot plans with contours showing:
  - Grading for proposed buildable sites and access; and
  - Location, species name, size and condition of oak trees and other significant trees, or a letter indicating that no such trees are on the site.
- Each map shall be legibly drawn by a Registered Civil Engineer or licensed surveyor. Each map shall be drawn to scale so as to clearly show the details of the plan thereon. The scale of each map shall not be less than one hundred (100) feet equals one (1) inch. Maps shall be folded no larger than 8.5"x14" with the map number showing at the front.
- Park Dedication – Residential subdivision submittals shall include one copy of the latest tax bill for purpose of computing the parkland dedication or in-lieu fee;
- Revised Map of an approved tentative map shall conform to these requirements, except in amount of submittal fee;

- Soils Report – Three (3) copies of a preliminary soils report, prepared by a Registered Civil Engineer, shall be submitted. Soils report shall include analysis for building structures on each lot;
- Assessor Maps – Submit three prints of the most recent Assessor Map Book page or pages covering the proposed division of land;
- Affidavit – Submit one copy of an affidavit certifying under penalty of perjury pursuant to Section 2015.5 of the Code of Civil Procedure that all easements of record are shown on the Tentative Map (attached);
- Building Permit – If a condo conversion, submit two copies of the building permit issued for the project. Copies of the certificate of occupancy may be submitted in lieu of the building permit;
- Title Reports – Submit two (2) current copies of the title report (not older than 12 months);
- Legal description – Submit two (2) copies of the property legal description;
- Drainage Study – Submit a copy of a Drainage Study prepared and signed by a licensed engineer; and
- NPDES – Submit two (2) of a Storm Water Management Plan prepared and signed by a licensed engineer.

#### TENTATIVE MAP CONTENTS

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- Map Number;
- Name, address and telephone number of subdivider;
- Name, address and telephone number of record owner of property;
- Name, address and telephone number of registered civil engineer or licensed surveyor who prepared the Tentative Map;
- Sufficient legal description of the property as to define the boundaries of the proposed land division;
- Amount of acreage within the proposed parcel;
- Date, north point and scale;
- Names, location and width of proposed streets with approved access to the parcel;
- Location and width of proposed easements and right-of-ways;
- Location and width of existing recorded easements and public right-of-ways;
- The name, if any, location, width and approximate grade of existing streets, alleys, highways and easements which are within or adjacent to the proposed division of land;
- Vicinity map;

- Contour lines including the location and width of water courses and FEMA floodplain;
- Proposed land use classification of parcel;
- Location of existing utilities, water wells, septic tanks and leach lines;
- Number of each lot;
- Radius and length of curves;
- Location of underground irrigation and drainage lines;
- Number, location and size of all existing oak trees (a separate Oak Tree Permit may be required);
- If the map is a condominium, label map: "FOR CONDOMINIUM PURPOSES";
- If the project is the conversion of an existing building, label map: "CONDOMINIUM CONVERSION"; and
- If the map is condominium or lease project:
  - Show structures with number of units therein, building setbacks, and required distance between buildings;
  - Show width of vehicular and pedestrian access;
  - Show dimension and number of parking spaces; and
  - Show recreation and service areas.
  
- Note the project address and number of each type of unit and comply with the condominium conversion ordinance requirements for tenant notification of relocation fees and moving costs allocations. A letter must be submitted indicating that the tenants have been notified prior to submittal of the tentative map.
  
- Submit two (2) copies of building permits or certificates of occupancy and schedule of rents.
- Submit letter that tenants have been notified of the provision of Section 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.

## SUBMITTAL INFORMATION

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**Where to submit:** Department of Planning and Community Development  
30001 Ladyface Court, Agoura Hills, CA 91301  
(818) 597-7309

**No. of copies:** Submit twenty-five (25) blue prints of the Tentative Map and plot plan, one (1) reproducible and one (1) reduced copy for presentation (8.5"x11")

**Fees:** Filing fee for the Tentative Map shall be collected at the time of submittal. An initial study fee will be collected unless the project is determined to be categorically exempt. If an Environmental Impact Report is required, additional fees will be collected.