



## TENTATIVE PARCEL /TRACT MAP APPLICATIONS

**PREPARATION OF TENTATIVE MAPS:** Tentative Maps must be prepared by a State licensed surveyor or registered Civil Engineer.

**TENTATIVE MAP NUMBER:** A map number must be obtained at the Los Angeles County Engineer's Office, Land Development Processing Office, 900 South Fremont Avenue, Alhambra, CA 91802-1331. Telephone: (818) 458-5100.

**REQUIRED INFORMATION:** The following information must be shown on the Tentative Map:

1. Map Title – “TENTATIVE (TRACT OR PARCEL) MAP NO. \_\_\_\_\_” shall be shown in bold letters in the lower right-hand corner of the map.
2. North Arrow, Date and Scale – The map shall be oriented so that the north arrow is at the top.
3. Vicinity Map – A map indicating the location of the site in relation to the neighborhood or vicinity.
4. Zoning – Indicate the present and proposed zone designation.
5. Topography – Contours at no greater interval than five (5) feet.
6. Drainage – The location and direction of all surface drainage flows and defines water courses.
7. Property Boundaries – The dimension and record boundaries of the total ownership of the property.
8. Proposed Lot Boundaries – The dimension, boundaries and area of each proposed lot.
9. Lot Numbers – A number (not letter) shall be assigned to each lot and indicated on the map.
10. Adjacent Streets – The names, locations, widths, and improvements (existing and proposed) of all adjoining highways, streets or other access rights-of-way.
11. Proposed Streets – All proposed streets shall be indicated by name or letter, if no name has been assigned.
12. Easements – The widths and approximate alignments of all easements, whether public or private, for access, drainage, sewage disposal, or public utilities which are existing or proposed.
13. Hydrants – The location of all existing fire hydrants within 500 feet of the property.
14. Existing Structures – All existing structures shall be shown to scale on the map. If it is impossible or impractical to describe such structures or improvements on the tentative map, such information shall be submitted on a separate sheet. Indicate house number, as appropriate. Indicate the disposition of all structures (to be removed, etc.)
15. Proposed Structures – The footprints of all proposed structures.
16. Sewage Disposal – Indicate the location of all existing and proposed sewage disposal systems.
17. Condominiums – If the map is for condominiums, the words “FOR CONDOMINIUM PURPOSES” shall be shown in bold letters on the map. If the project is the conversion of an existing building, the words “CONDOMINIUM CONVERSION” shall be shown in bold letters on the map.
18. Condominiums, continued – If a map is a condominium or lease project, the following information shall be indicated on the map:
  - a. All structures, number of units, building setbacks, and distances between buildings.
  - b. All vehicular and pedestrian access ways, including widths of such ways.
  - c. All vehicle parking spaces, including location, number spaces, and dimensions.
  - d. All recreation and service areas and facilities.