



CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT DEPARTMENT
APPLICATION FOR TENTATIVE MAP

Submit Tentative Map with Application

Date: _____ Tentative Parcel Map No. _____

Job No. _____ Tentative Tract Map No. _____
(Office Use) (Assigned by Co. Engineer)

Record Owner(s): _____

Address (include zip code): _____

Area Code/Phone: () _____

Authorized Applicant: _____
(other than owner)

Address (include zip code): _____

Area Code/Phone: () _____

Site Address: _____

Zone: _____ Proposed Use: _____

Date Acquired: _____

Legal description of land being divided: _____

Size of entire parcel: _____

Number of lots proposed and square footage of each: _____

Number of structures existing on parcel: _____

Are they to be removed? _____

Registered civil engineer number: _____

or licensed land surveyor number: _____

Name: _____

Address: _____

Area Code/Phone: () _____

Utility Companies:

Phone: _____ Electricity: _____

Gas: _____ Cable: _____

Water Company's Name: _____

Address: _____

Water line size: _____

Fire hydrant(s) location: _____

Sewer line size: _____

Distance to manhole: _____

Street improvements needed (please check):

pavement_____ curbs_____ sidewalks_____

street signs_____ street lights_____

Construction start date: _____

Completion date: _____

Grading of Lots by Applicant? Yes_____ No _____ Amount of Cut: _____

Amount of Fill: _____ (show necessary grading design on site plan or tentative map)

OWNER'S SIGNATURE:

Signature

Print Name

Petitioner - Do Not Write Here

Date Tentative Map received: _____ Fee received: \$ _____

Received by _____

CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT DEPARTMENT

CONTENTS REQUIRED ON THE SUBDIVISION MAP

The map shall be prepared by or under the direction of a registered Civil Engineer or a Licensed Land Surveyor. Scale of the map shall not be less than 1" to 100'. The tentative tract or parcel map shall show and contain the following:

1. The tract or parcel map number, name, or designation.
2. Sufficient legal description of the land as to define the boundaries of the proposed tract or minor subdivision.
3. Name and address of subdivider and of registered civil engineer or licensed surveyor, if any.
4. The locations, names, and existing widths of all adjoining highways, streets, or ways.
5. The width and approximate grades of all highways, streets, and ways within such proposed subdivision.
6. The width and approximate locations of all existing or proposed easements, whether public or private, or roads, drainage, sewers, or public utility purposes.
7. Approximate radius of all curves.
8. The approximate lot layout and the approximate dimensions of each lot.
9. Approximate locations of all areas subject to inundation or storm water overflow and the locations, width, and directions of flow of all watercourses.
10. Source of water supply, if any.
11. Proposed method of sewage disposal, if any. Also show location of existing sewage disposal components, including house laterals with distance to old and new lot lines.
12. Use of property proposed.
13. Proposed public areas, if any.
14. Approximate contours where topography controls the street layout. In addition, a 200-foot radius map of the site shall be provided showing topographic contours.

15. Date, north point, and scale.
16. Number for each lot.
17. Approximate location of each area covered by trees with a statement of the nature of the cover and the kind and approximate location of all trees standing within the boundaries of proposed public rights-of-way.
18. Approximate location and outline to scale of each building or structure which is not to be moved in the development of the subdivision. Distances of each building or structure to old and new lot lines shall also be shown.
19. Each street shown by its actual street name or by temporary name or letter for purpose of identification until the proper name of such street is determined.
20. Proposed and/or existing zoning of each lot shown on the tentative tract or parcel map.

If it is impossible or impractical to place upon the tentative tract or tentative parcel map any matter hereinabove in this section required, such matter or information shall be furnished in a written statement which shall be submitted with such map.

Following are the minimum lot sizes for all new subdivisions:

1. Where the parcel to be divided is zoned R-1, R-A, or A, the minimum lot area shall be 6,000 square feet, with a frontage of not less than 60 feet and a depth of not less than 100 feet.
2. Where the parcel to be divided is zoned C-1, C-3, C-4, M-1, or M-2, the minimum lot area shall not be less than 6,500 square feet with a frontage of not less than 65 feet and a depth of not less than 100 feet.

Notwithstanding the foregoing, lots of lesser frontage, depth, and area in a particular subdivision may be approved by the Advisory Agency in the case of a minor subdivision or by the City Council in the case of a major subdivision. The Advisory Agency or City Council's determination may be warranted by reasons of circumstances peculiar to the proposed subdivision or by desire to protect and maintain the public's peace, health, safety and welfare.

Frontage Exceptions

In all zones there shall be lot frontage on a street, except in the PD, C or M zones, where a common area for ingress and egress is shared by the lots contained in the subdivision.

CITY OF LAKEWOOD
COMMUNITY DEVELOPMENT DEPARTMENT

I. TENTATIVE MAP SUBMITTAL REQUIREMENTS

A. Number of Tentative Maps to be Submitted:

Submit a PDF copy of the map to the Community Development Department, either by e-mail, compact disk, or portable drive, and twelve (12) hardcopies of the tentative map and related drawings. Submitted items will not be returned.

B. Fees Paid to City of Lakewood

The application shall include fees payable to the City of Lakewood for review of the map. Consult with the City of Lakewood Planning Section to determine the appropriate map process for your project.

Process	Fee
Application for a Tentative Tract Map	\$ 2,180
Application for a Tentative Parcel Map where a Final Map is required	\$ 1,040
Application for a Tentative Parcel Map where a Final Parcel Map is waived per Section Lakewood Municipal Code 9215.G	\$ 700
Appeal of Tentative Parcel Map	\$ 300
Certificate of Compliance	\$ 90
CC&R Review	\$ 690
Final Tract Map	\$ 580
Final Parcel Map	\$ 315
Certificate of Compliance (where a Final Parcel Map is waived)	\$ 90

C. County Engineer Deposit

County Engineer Deposits shall be payable to the City of Lakewood. The deposits are used to reimburse the County for review of the tentative maps. If the deposit exceeds County Engineer cost for map checking, then a refund will be made to applicant after completion of the project. If deposit is deficient, the City will notify the applicant and the applicant must provide the City the requested balance in order for the map checking to proceed.

Process	Fee
Application for Tentative Parcel Map with 4 or less lots	\$ 6,464
Application for Tentative Tract Map with 5-10 lots	\$ 6,494
Application for Tentative Tract Map with 11-25 lots	\$ 14,106
Application for Tentative Tract Map with 26 or more lots - See current Los Angeles County Department of Public Works - Land Development Division Fee Schedule at: https://dpw.lacounty.gov/ldd/web/	
Final Map Submittal - Applicant shall file their final maps and pay proper fees directly to Los Angeles County.	

D. County of Los Angeles Fire Department

The City will forward copies of your initial map to the County of Los Angeles Fire Department. The applicant shall contact the County of Los Angeles Fire Department directly for their application forms and to pay applicable fees.

E. Architectural Plans

Architectural plans are required to be submitted for all subdivisions for which a construction plan is known or proposed. Fifteen (15) copies of the following must be submitted:

1. Site plan
2. Floor plans
3. Elevations
4. Landscape plans
5. One (1) colored rendering or elevation must also be submitted.

The above-mentioned plans are also required on nonresidential subdivisions when a definite project is proposed and known at the time the subdivision application is made.

F. Recreation Fee

A recreation fee may be required to be paid prior to approval of the final map when the project is a residential subdivision. Applications for residential subdivisions must, therefore, be accompanied by an appraisal of the land to be subdivided. Said appraisal must be done by a qualified State licensed real estate appraiser within the six (6) months preceding the public hearing on the tentative map. The appraisal is needed to determine the recreation fee, if any, that will be required prior to final map approval.

G. Additional Items for Submittal are as follows:

1. A completed Initial Study Form.
2. A 500' radius map showing zoning and land uses of property within the radius.
3. Title Report of property being subdivided.
4. A 300' radius map with a corresponding Property Ownership List of properties within a 300-foot radius of subject subdivision (names and complete mailing addresses of property owners); one (1) set of mailing labels is required for Tentative Parcel Maps and two (2) sets for Tentative Tract Maps.
5. One copy of the application form must be attached to each Tentative Map.

6. One electronic copy of the soils report must be submitted with every application for a Tentative Parcel Map or Tentative Tract Map.

H. Review Process

After your subdivision application is submitted and accepted, your application and tentative map will be forwarded to other City departments, the Los Angeles County Department of Public Works - Land Development Division, the Los Angeles County of Los Angeles Fire Department, any other agencies as appropriate.

A Division of Land Committee meeting will be scheduled approximately six weeks after your application is submitted and accepted. The conditions of approval for your subdivision will be presented at the Division of Land Committee meeting. It is necessary for you or your representative to be present at that meeting. The applicant will revise the tentative map to reflect the conditions of approval. After the tentative map is revised, the applicant will transmit copies of the revised map directly to the Los Angeles County Department of Public Works - Land Development Division, the Los Angeles County of Los Angeles Fire Department, any other agencies that have requested to review the revised map.

Tentative Parcel Maps. After all agencies have recommended approval of the tentative parcel map, the City will prepare a Notice of Intended Decision, which is followed by a 10-day public notice period. A Director's Report and a Director's Decision is prepared after the public notice period. The Director's Decision will represent approval or denial of the tentative parcel map. The Director's Decision may be appealed to the Planning and Environment Commission.

Tentative Tract Maps. After all agencies have recommended approval of the tentative tract map, the City will release a public notice, which is followed by a 10-day public notice period. A report is then prepared and considered by the Planning and Environment Commission for approval or denial of the tentative parcel map. The Planning and Environment Commission's action may be appealed to the City Council.

I. Processes

Project may involve more than just subdivision approval. Projects often require other approvals from the Development Review Board or approval of a Conditional Use Permit. Occasionally, a General Plan Amendment and/or Zone Change is required. You should inquire with a City planner to see if other approvals are required, what additional information is required to be submitted, and whether or not such other approvals can be sought simultaneously with the application for a subdivision.

J. Final Tract and Parcel Maps

The applicant shall contact the County Engineer and the County of Los Angeles Fire Department for determination of the correct number of final maps to be submitted for final map processing.

- K.** If a construction plan is approved by the Planning and Environment Commission or Development Review Board, the plan check process done through the Building and Safety Section may begin once the tentative map is approved. Contact the Building and Safety Section for submittal requirements.

Contacts: Paul Kuykendall, AICP
Senior Planner
(562) 866-9771, Extension 2344

David Barboza, AICP, LEED Green Associate
Assistant Planner
(562) 866-9771, Extension 2341