



**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): \_\_\_\_\_

Owner(s) Address (include zip code): \_\_\_\_\_

Owner(s) E-Mail: ( ) \_\_\_\_\_

Owner(s) Telephone: ( ) \_\_\_\_\_

Authorized Applicant: \_\_\_\_\_  
(if other than owner)

Applicant's Address (include zip code): \_\_\_\_\_

Applicant's E-Mail: ( ) \_\_\_\_\_

Applicant's Telephone: ( ) \_\_\_\_\_

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: \_\_\_\_\_

Will the structure(s) be removed? \_\_\_\_\_

Registered civil engineer number: \_\_\_\_\_

or licensed land surveyor number: \_\_\_\_\_

Engineer/L.S. Name: \_\_\_\_\_

Engineer/L.S Address: \_\_\_\_\_

Engineer/L.S E-Mail: (      ) \_\_\_\_\_

Engineer/L.S Telephone: (      ) \_\_\_\_\_

Utility Companies serving site:

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 \_\_\_\_\_

Anticipated construction start date: \_\_\_\_\_

Anticipated construction 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

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**Petitioner - Do Not Write Here**

Date Tentative Map received: \_\_\_\_\_

City fee received: \$ \_\_\_\_\_

County deposit received: \$ \_\_\_\_\_

Received by (Planner) \_\_\_\_\_

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. Submit the Tentative Map:**

E-mail a PDF copy of the map, this subdivision application form, a copy of the geotechnical study, and the architectural plans to the Community Development Department to [myplans@lakewoodcity.org](mailto:myplans@lakewoodcity.org). The file size shall not exceed 15MB.

**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.

<b>Process</b>	<b>Fee</b>
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.

<b>Process</b>	<b>Fee</b>
GMED's Review Fee for a Geotechnical Report (1-1,000 cubic yards) Schedule at: <a href="https://dpw.lacounty.gov/gmed/permits/docs/fees_schedule.pdf">https://dpw.lacounty.gov/gmed/permits/docs/fees_schedule.pdf</a>	\$3,174
Application for Tentative Parcel Map with 4 or less lots	\$ 7,815
Application for Tentative Tract Map with 5-10 lots	\$ 7,815
Application for Tentative Tract Map with 11-50 lots	\$ 16,975
Application for Tentative Tract Map with 51 or more lots - see page five of the Los Angeles County Department of Public Works 2023—2024 Land Development Division Fee Schedule at: <a href="https://dpw.lacounty.gov/ldd/web/Forms.aspx">https://dpw.lacounty.gov/ldd/web/Forms.aspx</a>	
Final Map Submittal - Applicant shall file their final maps and pay proper fees directly to Los Angeles County as required.	

## D. County of Los Angeles Fire Department

After submitting the tentative map application, the City will provide the applicant with a PDF copy of the City Transmittal Letter that the applicant shall then provide to the County of Los Angeles Fire Department. The applicant shall create an account in EPIC LA (if the applicant does not already have an account) and upload the City Transmittal Letter, the subdivision map, and the architectural drawings. The applicant must add one of the City Contacts listed at the end of this application form to the project contacts within EPIC LA. The applicant must choose from one of the two application categories under “Apply” with EPIC LA depending on if it is for a parcel map or tract map.

	<b>Fire Land Development - Tentative Map - Parcel</b> Category Name: Fire	Description: Subdivision process to create four or less lots from an existing parcel of land; the development of four or less condominium units; or the reduction of the number existing lots (lot consolidation). Submittal to the Fire Department for review as required by the jurisdictional Planning Division.	<a href="#">Apply</a>
	<b>Fire Land Development - Tentative Map - Tract</b> Category Name: Fire	Description: Subdivision process to create five or more lots from an existing parcel of land; or the development five or more condominium units. Submittal to the Fire Department for review as required by the jurisdictional Planning Division.	<a href="#">Apply</a>

If assistance is required the applicant may contact the Land Development Unit Clerk, Tony Le. Tony may be reached at (323) 890-4243 Monday - Thursday.

After the subdivision is submitted, the County of Los Angeles Fire Department will calculate and invoice the fees. The fees are based on the permits being processed. 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 shall be submitted for all subdivisions for which a construction plan is known or proposed.

1. Site plan
2. Floor plans
3. Exterior elevations
4. Roof plan
5. Landscape plans
6. Conceptual Low Impact Development (LID) plan.

The above-mentioned plans are also required on non-residential subdivisions when a definite project is proposed and known at the time the subdivision application is made. Include on the site plan and or project data sheet, the total square footage

per structure, the construction type, and a notation indicating whether the proposed structures are equipped with fire suppression sprinkler system.

This information is required by the County of Los Angeles Fire Department in order to calculate the appropriate fire flow for the proposed development. Failure to provide the required information will result in the fire flow being set at the maximum per the County of Los Angeles Fire Code, Appendix B. Show on the site plan all existing fire hydrants within 300 feet of the lot frontage and dimension to the property line.

**F. Recreation Fee and Construction of Dwelling Unit Tax**

Pursuant to LMC Section 9226.1, 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 shall, therefore, be accompanied by an appraisal of the land to be subdivided. Said appraisal shall be prepared 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.

Project involving new dwelling units. A Construction of Dwelling Unit tax will be collected at the rate of \$330.00 per dwelling unit per LMC Section 6527.2.D at the time of issuance of building permits to construct the dwelling units.

**G. Additional Items for Submittal are as follows:**

1. Title Report of property being subdivided.
2. 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); two sets of mailing labels are required for Tentative Maps.

**H. Review Process**

After your tentative map application is submitted and accepted, your application and tentative map will be reviewed by City of Lakewood departments, the Los Angeles County Department of Public Works - Land Development Division, the County of Los Angeles Fire Department, and any other agencies as appropriate. A Division of Land Committee meeting will be scheduled approximately six to eight 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 then 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, and any other agencies that have requested to review the revised map.

Tentative Parcel Maps not connected to a discretionary approval. 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 Parcel Maps connected to a discretionary approval and all 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 (PEC) for approval or denial of the tentative parcel map. The PEC's action may be appealed to the City Council.

**I. Review Process**

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 by the Planning and Environment Commission. Occasionally, a General Plan Amendment and/or Zone Change is required. Please 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. Improvement Securities**

Improvement securities shall be required to be posted as a guarantee of the performance of any act, improvement, or obligation required as a condition of approval of any final tract map, parcel map, reversion to acreage, lot consolidation or combination. Unless otherwise provided herein, all such improvement securities shall be provided in one of the following forms at the option of and subject to the approval of the Director of Public Works:

A. Bond or bonds by one or more duly authorized corporate sureties.

- B. A deposit, either with the City or responsible escrow agent or trust company, at the option of the City, of money or negotiable bonds of the kind approved for securing deposits of public monies.
- C. An instrument of credit from one or more financial institutions subject to regulation by the state or federal government and pledging that the funds necessary to carry out the act or agreement are on deposit and guaranteed for payment
- D. A lien upon the property to be divided, created by contract between the owner and the local agency, if the local agency finds that it would not be in the public interest to require the installation of the required improvement sooner than two years after the recordation of the map.
- E. Security to guarantee the performance of any act or agreement shall be in the following amounts:
  - 1. 100% of the cost of improvement guaranteeing faithful performance, plus
  - 2. 50% of the cost of improvements for labor and materials, securing payment to the contractor, his subcontractor, and to persons furnishing labor, materials, or equipment.
  - 3. An amount estimated to be necessary for the guarantee and warranty of the work for a period of one year following completion and acceptance against defective work, labor, or materials.

**L. Building Plan Check**

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.

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

Frankie Griffiths  
Assistant Planner  
(562) 866-9771, Extension 2341