



# Subdivision Map Applicant's Guide

## PURPOSE

The processing of Parcel and Tract Maps in compliance with the Subdivision Map Act is intended to promote the conservation, stabilization, and protection of property values through orderly growth and development, the provision of necessary public and private facilities and generally, the public health, safety, and general welfare within the City of Paramount.

In order to subdivide an existing parcel or lot of land into new parcels or lots, move existing lot lines, or merge existing lots, a subdivision map must be prepared by a subdivider and approved by the City. There are two kinds of subdivision maps: Parcel and Tract Maps.

A Tentative and Final Parcel Map is required for subdivisions creating four (4) or fewer parcels or four (4) or fewer condominiums.

A Tentative and Final Tract Map is required for all subdivisions creating five (5) or more parcels or five (5) or more condominiums.

## FINDINGS

The applicant for a tentative map shall substantiate the following facts to the satisfaction of the Planning Commission:

- A) That the proposed map and the design or improvements of the proposed subdivision are consistent with applicable general and specific plans;
- B) That the site is physically suitable for the type of development;
- C) That the site is physically suitable for the proposed density of development;
- D) That the design of the subdivision or the proposed improvements will not cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat;
- E) That the design of the subdivision or the type of improvements will not cause serious public health problems; and
- F) That the design of the subdivision or the type of improvements will not conflict with easements acquired by the public at large for access through or use of property within the proposed subdivision.

Procedures for Filing an Application  
For a Tentative Parcel or Tentative Tract Map

1. Apply for map number prior to submission of tentative map. Map numbers may be obtained from the Land Development Division of the Los Angeles County Department of Public Works. 900 South Fremont Avenue, 3<sup>rd</sup> Floor, Alhambra, CA 91803. Phone (626) 458-5100.
2. The owner or owner's representative shall fill out and submit an application and filing fee to the Planning Department.

The lead agency has thirty (30) days to notify you in writing whether the application is complete. If the lead agency fails to notify you in writing within thirty (30) days of your submittal, your application is "automatically" considered complete and the review period begins. If the application is determined to be not complete, the agency shall specify those parts of the application which are incomplete and shall indicate how they can be made complete.

In response, the applicant shall submit materials to the public agency. Within thirty (30) days of receipt of the submitted materials, the public agency shall determine in writing whether the application is complete. If the lead agency fails to notify you in writing within thirty (30) days of your submittal, your application is "automatically" considered complete and the review period begins. If the application together with the submitted materials is determined not to be complete, the applicant may appeal the decision in writing to the Planning Commission. Within sixty (60) days of receipt of the applicant's appeal, the Planning Commission shall make a final written determination.

3. Once the application is accepted as complete, the lead agency will prepare an "initial study". This study outlines probable environmental effects of your project and determines the kind of environmental document appropriate to your project. If the initial study demonstrates that your project will have no significant environmental impacts, or is categorically or statutorily exempt, Planning Division staff will prepare a Negative Declaration. The lead agency must complete and adopt the Negative Declaration within 105 days of the day an application is accepted and must reach a decision on the project within six (6) months of the day an application is accepted.

If, however, the initial study indicates that your project may have a significant adverse effect on the environment, the lead agency must prepare an environmental impact report (EIR). The lead agency will prepare the appropriate environmental document, submit it to public review, consider comments received from the general public and other agencies, and reach a decision on your project. The lead agency must approve or disapprove a project for which an EIR was prepared within one (1) year of receipt and acceptance of the application as complete.

In addition, within ten (10) days of the filing of a tentative map, the public agency shall send a notice to the governing board of any elementary, high school, or unified school district within the boundaries of which the subdivision is proposed to be located. Within twenty (20) days of receipt, the governing board may make a written report indicating the impact of the proposed subdivision on the affected school district and shall make such recommendations as the board of the district deems appropriate.

In the event that the lead agency fails to act to approve or to disapprove a development project within the time limits required, the failure to act shall be deemed approval of the permit application for the development project.

4. To consider comments from the general public, a public hearing will be scheduled before the Planning Commission. A Notice of Public Hearing will be sent to the subdivider, owner of the subject property, and owners/tenants of the properties within 500 feet of the subject project will receive notice of the public hearing ten days prior to the public hearing. Please provide two sets of labels.
5. A staff report, evaluating the request, will be prepared for the Planning Commission. A copy of this report will be mailed to the subdivider and each tenant of the subject property, in the case of a proposed conversion of residential real property to a condominium project, community apartment project, or stock cooperative project, at least 3 days prior to the hearing.
6. At the hearing, the staff will first present its report and recommendation. This presentation will be followed by testimony from the applicant and any interested persons who may wish to comment on the application.
7. The Planning Commission may then close the public hearing, and (1) approve, (2) conditionally approve, (3) deny the request, or (4) continue the public hearing to a specified time, date, and place. The Planning Commission will announce its decision at a regular meeting or scheduled special meeting within 50 days of the date of submission. The decision of the Planning Commission shall be final unless an appeal is filed with the City Clerk.
8. Any person dissatisfied with the action of the Planning Commission may file an appeal with the City Clerk within ten (10) days of the Planning Commission's decision. Such appeal must be filed on the appropriate form provided by the City Clerk.
9. An appeal hearing shall be scheduled within 30 days after the date of the filing of the appeal. On appeal, the City Council will review the Planning Commission's decision and hear any new evidence and testimony, if any. In deciding the appeal, Council may affirm, reverse, or modify any Commission decision. A decision will be rendered within ten (10) days of the appeal hearing.

10. Upon approval, a copy of the tentative map involving five (5) or more lots will be forwarded to the State Real Estate Commission.
11. Within 24 months of approval or conditional approval, the final map is to be prepared and filed with the County Recorder. If requested by the subdivider, the Planning Commission may grant a 12 month extension. Such extensions may not exceed a total of 3 years.

### PROCESSING YOUR FINAL MAP

The final Parcel Map or final Tract Map must be prepared by a licensed land surveyor or registered civil engineer, and must substantially conform to the approved Tentative Map and fully comply with the City's Subdivision Ordinance and the Subdivision Map Act.

1. Final maps, including plans, profiles and specifications for improvements, are to be submitted to the City Engineer (Dept. of Public Works - 15300 Downey Avenue) for checking and certification. The filing fee, map checking fee, plan check fee for improvements, and park fees for new residential dwellings are to be submitted with the Final Map. The final Tract Map must be signed by all parties having any record title interest in the subdivided real property, except as provided in Section 77425 of the Government Code. The final parcel Map may be signed by the subdivider with the record title ownership interests shown, unless dedications are made on the map.
2. The Final Map is then filed with the City Clerk. The City Clerk will present the map to City Council, which will determine if the map conforms to all requirements of the Subdivision Map Act and the local subdivision ordinance, and approve or disapprove the map. If approved, the City Clerk shall certify or state its approval thereon.
3. After approval by the City Council, the parcel map shall be signed by the City Engineer, upon approval by same. The map is given to the subdivider who submits directly to the County Engineer for filing with the County Recorder. The subdivider shall pay the County Engineer the required fee for filing, including the fee for having the County Engineer the required fee for filing, mylar, reproducing the recorded map and mailing said reproduction to the City Engineer.



Planning Department  
Planning Division  
16400 Colorado Ave  
Paramount, CA 90723  
(562) 220-2036  
planning@paramountcity.com

## Subdivision Map Application Check Sheet

Read questions carefully and fill the forms out completely.

- ☐ **Subdivision Map Application (Applicant, Location, Legal, Land Use, Request, Justification)**
- ☐ **Property Owner Authorization Slip, if applicant is not owner of property**  
If the applicant is not the property owner, have the property owner's signature to allow authorization for application.
- ☐ **Affidavit**  
The applicant signs the affidavit (with jurat) before a notary public.
- ☐ **Waiver, Release, and Indemnification Signature**
- ☐ **Environmental Information Form (3 pages)**
- ☐ **Easements of Record / Affidavit**  
The applicant signs the affidavit (with jurat) before a notary public.
- ☐ **Tentative Subdivision Map**
  - ☐ **22 prints of Tentative Subdivision Map (Follow Requirements)**  
Prepared by or under the direction of a registered Civil engineer or a Licensed Land Surveyor.  
Overall dimensions of the map not exceed 18 inches by 24 inches.
  - ☐ **Accompanying Data and Reports (Follow Requirements)**
- ☐ **Final Map Submittal**
  - ☐ **10 prints of Final Map**
  - ☐ **Processing Fees**
  - ☐ **Cash or Improvement Bond**
- ☐ **Provide electronic copy (PDF) of Maps**
- ☐ **500-foot Radius Map**
- ☐ **Mailing Labels for addresses of both Property Owners & Tenants within 500 feet of Project Site (Please provide two sets of labels)**
- ☐ **Filing fee (+ cost of environmental review if applicable)**



City of Paramount  
16400 Colorado Ave  
Paramount, CA 90723  
(562) 220-2036

**For Planning Department Use:**

Date Filed:\_\_\_\_\_ Fee:\_\_\_\_\_

☐ Parcel ☐ Tract Map No. \_\_\_\_\_

Date of Hearing:\_\_\_\_\_

By:\_\_\_\_\_

Related Items:\_\_\_\_\_

**SUBDIVISION MAP  
APPLICATION**

**APPLICANT**

Name of Applicant:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Phone Number of Applicant:\_\_\_\_\_

Email Address of Applicant:\_\_\_\_\_

Applicant's Agent  
(Engineer, Licensed Surveyor)

Name:\_\_\_\_\_

Address:\_\_\_\_\_

Phone No. \_\_\_\_\_ Civil engineer No. /  
Land Surveyor No. \_\_\_\_\_

Legal Owner of Property  
(If different than applicant):\_\_\_\_\_

Owner's Address:\_\_\_\_\_

Owner's Phone Number/Email Address:\_\_\_\_\_

(Attach a separate sheet if necessary, including names and addresses of members of  
partnerships, joint ventures and directors of corporations)

**LOCATION**

Subject property is located at \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_

**LEGAL**

Assessor's Parcel No.: \_\_\_\_\_ Parcel Size: \_\_\_\_\_ sq. ft.

Legal description:

# LAND USE

Existing Zoning:\_\_\_\_\_ General Plan Land Use Designation:\_\_\_\_\_

Current Land Use:\_\_\_\_\_

If Vacant, Previous Use:\_\_\_\_\_

Number of Months Vacant:\_\_\_\_\_

# REQUEST

Omission of or incomplete answers to the questions or requirements below will result in the delay of processing your application. The matters below should not be considered as a limitation upon material to be submitted, and the applicant is encouraged to include all relevant information pertaining to a request, even if not specifically called for in this application form. Remember, you as the applicant know your proposal best, so elaborate when necessary so that the Planning Commission may become fully acquainted with the request.

Purpose of Application

To create\_\_\_\_\_parcel(s) from\_\_\_\_\_existing parcels(s)

Condominium (development/conversion) for \_\_\_\_\_units

Adjustment of lot lines resulting in the same number of parcels

Other\_\_\_\_\_

Total area of property in this subdivision\_\_\_\_\_sq. ft.\_\_\_\_\_acres

Describe in detail the purpose of the subdivision, the way the property is to be used, what is to be done on or with the property, and any additional improvements.

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# JUSTIFICATION

1. Describe how the proposed map is consistent with applicable general and specific plans, the Paramount Municipal Code, and the subdivision Map act.

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2. Describe how public improvements and dedications are required (or already provided).

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**TOP SECTION - TO BE COMPLETED ONLY IF THE APPLICANT IS NOT THE OWNER OF THE SUBJECT PROPERTY**

I/We, \_\_\_\_\_ owner of the above described real property, authorize \_\_\_\_\_ to:

\_\_\_\_\_ Make an application for a \_\_\_\_\_ on the property heretofore described and/or

\_\_\_\_\_ Appear and act for me in my place and stead at all hearings connected with said application, either before the Planning Commission, or the City Council of the City of Paramount. He or she is authorized to take such action as he or she deems advisable in connection with said application.

Signature of Property Owner \_\_\_\_\_

Property Owner's Mailing Address \_\_\_\_\_

Property Owner's Daytime Telephone No. \_\_\_\_\_

**AFFIDAVIT  
TO BE COMPLETED BY THE APPLICANT FOR ALL APPLICATIONS**

STATE OF CALIFORNIA       }  
COUNTY OF LOS ANGELES   }       SS:

I, \_\_\_\_\_, being duly sworn depose and say

Agent \_\_\_\_\_

Lessee \_\_\_\_\_

That I am an owner \_\_\_\_\_ of property in this petition and that the

Optionee \_\_\_\_\_

Purchaser \_\_\_\_\_

Forgoing signature, statements, and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief. I certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public



## **Indemnification for Tentative, Parcel or Final Map**

Pursuant to Section 66474.9 of the California Government Code, the Applicant and Property Owner shall defend, indemnify, and hold harmless the City of Paramount, its agents, officers, and employees (collectively "City") from any claim, action, or proceeding against the City, to attack, set aside, void, or annul, the approval of the Planning Commission or City Council concerning the Tentative/Parcel/Final Map, which action is brought within the time period provided for in California Government Code Section 66499.37. Such an action shall include that brought under the California Environmental Quality Act.

The City of Paramount shall promptly notify the applicant/subdivider of any claim, action, or proceeding and that the City shall cooperate fully in such defense.

Applicant's agreement set forth here commences as of the date the application is filed with the City and remains in full force and effect until dismissal of any litigation (or other resolution) and/or the statute of limitations period.

After review and consideration of all the foregoing terms and conditions, Applicant and Property Owner, by their signatures below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

### **Applicant**

### **Property Owner**

(if different from Applicant)

Signature\_\_\_\_\_

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Printed Name\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

CITY OF PARAMOUNT

**ENVIRONMENTAL INFORMATION FORM**

(To Be Completed By Applicant)

Date Filed \_\_\_\_\_

**General Information**

1. Name and address of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_
2. Address of project: \_\_\_\_\_  
Assessor's Block and Lot Number: \_\_\_\_\_
3. Name, address, telephone number, and email address of person to be contacted concerning this project:  
\_\_\_\_\_  
\_\_\_\_\_
4. Indicate number of the permit application for the project to which this form pertains **[Paramount staff will assign a number]**:  
\_\_\_\_\_
5. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:  
\_\_\_\_\_  
\_\_\_\_\_
6. Existing zoning district: \_\_\_\_\_
7. Proposed use of site (Project for which this form is filed):  
\_\_\_\_\_

**Project Description**

8. Site size.
9. Square footage.
10. Number of floors of construction.
11. Amount of off-street parking provided.
12. Attach plans.
13. Proposed scheduling.
14. Associated project.

15. Anticipated incremental development.
16. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected.
17. If commercial, indicate the type, whether neighborhood, city or regionally oriented, square footage of sales area, and loading facilities.
18. If industrial, indicate type, estimated employment per shift, and loading facilities.
19. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project.
20. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary).

	<u>Yes</u>	<u>No</u>
21. Change in existing features of any bays, tidelands, beaches, lakes, or hills or substantial alteration of ground contours.	___	___
22. Change in scenic views or vistas from existing residential areas or public lands or roads.	___	___
23. Change in pattern, scale or character of general area of project.	___	___
24. Significant amounts of solid waste or litter.	___	___
25. Change in dust, ash, smoke, fumes, or odors in vicinity.	___	___
26. Change in ocean, bay, lake, stream or groundwater quality or quantity, or alteration of existing drainage patterns.	___	___
27. Substantial change in existing noise or vibration levels in the vicinity.	___	___
28. Site on filled land or on slope of 10 percent or more.	___	___
29. Use of disposal of potentially hazardous materials, such as toxic substances, flammables, or explosives.	___	___
30. Substantial change in demand for municipal services (police, fire, water, sewage, etc.).	___	___
31. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.).	___	___
32. Relationship to a larger project or series of projects.	___	___

## Environmental Setting

33. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site.
34. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.) intensity of land use (single-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity.

## Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

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Date

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Applicant Signature

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Title

## EASEMENTS OF RECORD

TENTATIVE MAP NO. \_\_\_\_\_

### AFFIDAVIT

STATE OF CALIFORNIA       }  
COUNTY OF LOS ANGELES   }       SS.

I, \_\_\_\_\_, declare under penalty of perjury that all easements of record, [as shown on Preliminary Title Report No. \_\_\_\_\_ Dated \_\_\_\_\_ furnished this office by (company) \_\_\_\_\_] are shown on the tentative map no. \_\_\_\_\_ and that if the easements are blanket or indeterminate in nature that a statement to that effect has been placed on the tentative map. The purpose and ownership of all easements are also stated.

Executed at \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature  
Owner/Subdivider/Subdivider's Agent

Note: The use of that portion of the affidavit in brackets is optional and may be deleted.

## **CHECKLIST FOR SUBMITTALS TENTATIVE SUBDIVISION MAP**

PLEASE NOTE: Application shall not be deemed as complete: (pursuant to Sections 65920 et seq of the Government Code) until all materials listed below have been submitted and reviewed and approved as to form and content by the Planning Department and City Engineer.

The applicant shall file, as a part of this application:

- \_\_\_\_\_ Application form, completed, and signed
- \_\_\_\_\_ Environmental Information Form
- \_\_\_\_\_ Processing Fee
- \_\_\_\_\_ Twenty-two (22) prints of tentative map prepared by or under the direction of a registered Civil Engineer or a Licensed Land Surveyor.
- \_\_\_\_\_ Accompanying Data and Reports
  - A. Preliminary Title Report
  - B. Soils Report
  - C. Submit one copy of affidavit certifying, under penalty of perjury, pursuant to Section 2015.5 of the Code of Civil Procedure, that all existing easements of record are shown on the tentative map.
  - D. Submit a grading plan showing existing topography and finished grades, including cross sections of the finished grades.
  - E. Impact report on displaced residents in conversion of a mobile home park, pursuant to Government Code Section 6427.4 (if applicable)
  - F. If a condominium conversion, submitted in lieu of the building permit issued for the project. Copies of the certificate of occupancy may be submitted in lieu of the building permit.
  - G. Proof that each tenant, and each person applying for the rental of a unit, has, or will have, received written notification of intention to convert residential real property into a condominium project, a community apartment project, or stock cooperative project sixty (60) days prior to the filing of a tentative map, pursuant to Government Code Section 66452.8 and 66452.9 (if applicable).
  - H. Party Disclosure Form pursuant to Government Code Section 84308.

### **REQUIREMENTS FOR TENTATIVE MAP**

Tentative maps shall be on one sheet and shall be on white background prints. Engineering scale shall be 1" – 100', or that which will adequately show the proposed development. The overall dimensions of the map should not exceed 18" x 24", as oversize maps may not be accepted.

The tentative map shall show the following information:

1. Tract or Parcel number in upper middle portion of map.
2. Date, north point, scale, and name of all owners.
3. Boundaries

- a. Approximate bearings and distances
  - b. Use heavy lines to define
  - c. Label with references to adjoining recorded maps or deed lines
4. Legal description of the land – sufficient to define boundaries.
5. Lots – number each lot and show approximate dimensions.
6. Contours (approximate) within and adjacent to subdivision.
7. Streets
  - a. Existing within and adjoining the subdivision – show name, location, width, status, and existing and proposed improvements.
  - b. Proposed – Identify by name or letter; show location, width, status, and improvements.
  - c. Curve radii
  - d. Rate of grade, drainage direction, and water distribution.
  - e. Street lights
8. Easements – Location, width, and status within and adjoining the subdivision.
9. Vicinity Map, if appropriate. Show approximate distance from property boundary to at least one major street and, if possible, to two streets.
10. Existing structures
  - a. Show approximate location of those not to be removed.
  - b. Show if within 500 ft. of subdivision on adjoining land.
11. Grading plan (preliminary), if grading indicated.
12. Zoning – present and proposed. Delineate zone boundaries.
13. Storm water – Approximate limits of any area subject to storm water overflow or inundation and the location, width, and direction of flow of each water course and/or swale.
14. Wells – existing or proposed
15. Apartment projects (condominium or lease)
  - a. Show structures with number of units therein, building setbacks and required distances between buildings.
  - b. Access – vehicular and pedestrian. Show on map, specify widths.
  - c. Parking – Show or note on map. Specify number and type (covered or uncovered)
  - d. Recreation and service area

- e. If more than one lot, specify the net area, the number of dwelling units, and the number of parking spaces for each lot.
  - f. If a condo conversion, note on the map the project address and the number of each type of unit (1BR, 2BR, etc.) and comply with the Condominium Conversion Ordinance requirements for tenant notification of relocation fees and moving cost allocations. Submit a letter indicating that the tenants have been notified prior to submittal of the tentative map. Also, submit a schedule of rents.
  - g. Building Permits – 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.
16. Sewage Disposal – Location of any existing of any existing sewage disposal system which is proposed to remain in the division of land.
17. If the parcel or tract map is submitted as a Vesting Tentative Map pursuant to Government Code Sections 66498.1 et seq., said map shall conspicuously display the words “VESTING TENTATIVE MAP” on its face.



## **CHECKLIST FOR SUBMITTALS FOR FINAL MAPS**

\_\_\_\_\_ Ten (10) copies of Final Map

\_\_\_\_\_ Processing Fees

- a. Map Checking Fees
- b. Park Fees
- c. School Fees
- d. Sewer Connection Fees
- e. Los Angeles County Sanitation District Fees
- f. Water Capitalization Fees
- g. Sewer Reconstruction Fees
- h. Storm Drain Master Plan/Public Art Fees

\_\_\_\_\_ Cash or Improvement Bond

The subdivider shall improve or post a cash bond with the City guaranteeing the installation of the improvements to City standards of substandard or deficient street improvements fronting this property within the public right-of-way to the satisfaction of the City Engineer in accordance with current policy. These improvements may include, but shall not be limited to, curbs, gutters, sidewalks, ramps, driveways, drainage devices, trees, tree wells, and street lights.

Building, Plumbing, Mechanical, Electrical, and Grading Permits are obtained from the Building and Safety Division. **No permits will be issued until recorded maps have been filed with the City Clerk.**

## **IMPORTANT NOTICE**

THIS APPLICATION IS SUBJECT TO ENVIRONMENTAL REVIEW PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). TO COMPLY WITH THIS LAW, WE ARE REQUIRED TO POST DOCUMENTS WITH THE OFFICE OF THE LOS ANGELES COUNTY RECORDER. AS OF JANUARY 1, 1991, THE COUNTY HAS REQUIRED A FEE FOR THIS SERVICE.

THIS APPLICATION IS SUBJECT TO PUBLIC NOTICING REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE 65091, WHICH INCLUDES PUBLIC NOTIFICATION IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION.

YOUR APPLICATION INCLUDES THE FOLLOWING FEES FOR A TOTAL OF **\$350.00** ABOVE THE BASE CITY FILING FEE:

- A **\$75.00** FEE TO POST THE REQUIRED DOCUMENTS WITH THE COUNTY OF LOS ANGELES.
- A **\$275.00** FEE TO PUBLISH A PUBLIC HEARING NOTICE IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION *[NOTE: IF A PROJECT INCLUDES MORE THAN ONE APPLICATION WITH PUBLIC HEARINGS, ONLY ONE APPLICATION REQUIRES THE \$275.00 FEE.]*



## **APPLICANT NOTICE REQUIREMENTS FOR PUBLIC HEARINGS**

Applicants applying for discretionary permits requiring public hearings need to provide mailing labels for property owners and tenants within a 500-foot radius of the subject property. This includes applications for General Plan Amendments, Conditional Use Permits, Zone Variances, Zone Changes, Tentative Tract/Parcel Maps, Condominium Conversions, and Zoning Ordinance Text Amendments.

Mailing labels and maps must be submitted to the Planning Department when this application is filed.

Listed below are businesses, which can provide you with mailing labels for property owners and tenants within a 500-foot radius of the project site. This list contains the names of businesses we are aware of, and is not meant to be inclusive or complete, or imply a recommendation of these providers. You may use any other business which provides the same service.

**Susan W. Case**  
**Ownership Listing Service**  
917 Glenneyre St., Suite 7  
Laguna Beach, CA 92651  
(949) 494-6105  
[www.susancase.com](http://www.susancase.com)  
[orders@susancaseinc.com](mailto:orders@susancaseinc.com)

**Catherine McDermott**  
**Ownership Listing Service**  
P.O Box 890684  
Temecula, Ca 92589-0684  
(951) 699-8064  
[ownershislistingservice@hotmail.com](mailto:ownershislistingservice@hotmail.com)

**Hoover Architectural Group**  
**Rex A. Hoover, AIA**  
6458 East Surrey Drive  
Long Beach, CA 90815  
(562) 595-8770  
(909) 466-7595 Fax  
[rhoover@hoover-architect-group.com](mailto:rhoover@hoover-architect-group.com)

**A M Mapping Service**  
**Anna M. Smit**  
8001-B Archibald Ave., #4710  
Rancho Cucamonga, CA 91730  
(909) 466-7596  
(626) 403-1803

**NotificationMaps.com**  
668 N Coast Hwy # 401  
Laguna Beach, CA 92651  
(866) 752-6266  
[sales@notificationmaps.com](mailto:sales@notificationmaps.com)

**L.A. Mapping Service**  
781 Pinefalls Avenue  
Diamond Bar, Ca 91789  
[info@lamappingservice.com](mailto:info@lamappingservice.com)  
[lamappingservice.com](http://lamappingservice.com)

**Radius Map Service**  
**Mark Jaworski**  
3837 E. 7<sup>th</sup> Street  
Long Beach, CA 90804  
(562) 673-1753

**Donna's Radius Maps**  
684 S. Gentry Lane  
Anaheim, CA 92807  
(714) 921-2921  
[ddradiusmaps@sbcglobal.net](mailto:ddradiusmaps@sbcglobal.net)

**City Radius Maps**  
**Robert Simpson**  
300 East Bonita #3641  
San Dimas, CA 91773  
(818) 850-3382  
[robert@cityradiusmaps.com](mailto:robert@cityradiusmaps.com)  
[cityradiusmaps.com](http://cityradiusmaps.com)

**Atlas Radius Maps**  
**Dana Molino**  
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Cell: 714-906-3168  
[atlasradmaps@gmail.com](mailto:atlasradmaps@gmail.com)  
[www.atlasradiusmaps.com](http://www.atlasradiusmaps.com)

**GIS and Cartography**  
**Stanley Szeto**  
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396 W. AVENUE 44  
LOS ANGELES, CA 90065  
(323) 801-6393  
[npsassociates.com](http://npsassociates.com)  
[contact.npsassociates@gmail.com](mailto:contact.npsassociates@gmail.com)

**Express Notice and Mail**  
17595 Harvard Suite C 209  
Irvine, CA 92614  
(714) 551-9814  
[ExpressNoticeandMail.com](http://ExpressNoticeandMail.com)  
[sales@expressnoticeandmail.com](mailto:sales@expressnoticeandmail.com)

**More Services**  
**Joe Moreno**  
12106 Lambert Avenue  
El Monte, CA 91732  
Cell: (626) 350-5944  
[moreservices@sbcglobal.net](mailto:moreservices@sbcglobal.net)  
[moreservicesmapping.com](http://moreservicesmapping.com)

**Along with the mailing labels, you must provide a notarized certification of corrections signed by the person who prepared the radius and labels. A sample certification is attached. Please provide two sets of labels.**

**CERTIFICATION OF CORRECTNESS**

The attached list represents the names and addresses of all property owners and tenants located within 500 feet of the exterior boundaries of the property located at \_\_\_\_\_, Paramount, California. This information was obtained from the latest Los Angeles County Assessment Rolls.

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Printed Name of Preparer

State of California       }  
County of Los Angeles   }       ss.

On \_\_\_\_\_ before me, \_\_\_\_\_,

Notary Public, personally appeared \_\_\_\_\_

\_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public