



**City of La Mirada**  
**Community Development Department**  
**13700 La Mirada Boulevard**  
**La Mirada, CA 90638**  
**(562) 943-0131**

For Staff Use		
File Date	_____	<input type="checkbox"/> Application Fee
Fee Amount	_____	<input type="checkbox"/> Environmental Fee
Receipt No.	_____	<input type="checkbox"/> Dept of Fish and Game Fee
Case No.	_____	<input type="checkbox"/> TPM/TTM & Grading Plans
By:	_____	<input type="checkbox"/> Radius Map
		<input type="checkbox"/> Mailing Labels
		<input type="checkbox"/> Environmental Info Form
		<input type="checkbox"/> Title Report
		<input type="checkbox"/> Owner's Affidavit

**TENTATIVE PARCEL MAP / TRACT MAP APPLICATION**

<b>GENERAL INFO</b>	LOCATION OF PROJECT (Address)	GENERAL PLAN DESIGNATION	ZONING
	ASSESSOR'S PARCEL NUMBER(S)		
	APPLICANT NAME (Please print)	BUSINESS PHONE	CELL PHONE
	APPLICANT ADDRESS	CITY	STATE ZIP
	APPLICANT SIGNATURE (Required)	EMAIL	
	APPLICANT REPRESENTATIVE (Please print)	BUSINESS PHONE	CELL PHONE
	APPLICANT REPRESENTATIVE ADDRESS	CITY	STATE ZIP
	APPLICANT REPRESENTATIVE SIGNATURE (Required)	EMAIL	
	PROPERTY OWNER NAME (Please print)	PHONE	EMAIL
	PROPERTY OWNER ADDRESS	CITY	STATE ZIP

<b>PROJECT INFO</b>	PROJECT DESCRIPTION (Describe in detail the nature of the Project and what is to be done on or with the property in the way of improvements):		
	TPM NO. / TTM NO.	ACREAGE	
	DESCRIBE LOT USES	NO. OF LOTS	TYPE OF LOTS (Residential, Commercial, Industrial):
	DOES THE PROPERTY HAVE ANY DEED RESTRICTIONS, RECORDED EASEMENTS, AND/OR RECORDED ACCESS AGREEMENTS AFFECTING THE USE THEREOF, IF SO DESCRIBE (attach additional sheets if necessary):		
	WATER PURVEYOR	SEWER IMPROVEMENTS	

	DESCRIBE ANY ADDITIONAL APPROVALS TO BE OBTAINED (State in detail what other approvals are necessary-Parcel Maps, Building Permits, other Agency approvals):
	STREET IMPROVEMENTS (indicate all contemplated street / public right-of-way improvements):
	ARE PRIVATE STREETS PLANNED?

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I certify that all statements made on this application and attached plans are true and complete to the best of my knowledge. I understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE



## **CHECK LIST FOR PREPARATION OF TENTATIVE PARCEL MAP / TRACT MAP**

- Provide the following applicable title description:

### **TENTATIVE PARCEL MAP / TRACT MAP NUMBER LOCATED IN THE CITY OF LA MIRADA COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

- Provide a project scope of the proposed subdivision and show the number of lots (buildings/dwelling/units) to be proposed.
- Provide name, address, phone number, and stamp (with registration expiration date) on the civil engineer/and surveyor.
- Provide name and address of the property owner/sub divider.
- Provide sufficient legal description of the property and provide a site address of the property if one is available.
- Provide a north arrow.
- Show existing and proposed zoning.
- Show all existing easements with names of the holders, document numbers and recorded dates.
- Show and label all Los Angeles County (or City if applies) drainage systems and easements.
- Show and call out existing road and drainage improvements including, but not limited to, curb, gutter, sidewalk, aprons, catch basins, drainage structures, streetlights and street trees on all existing streets and highways.
- Show and call out existing and proposed road right of way lines.
- Show centerline alignment reference for existing and proposed highways.
- Show street grades and centerline curve data (radii, lengths, tangents, BCR's, ECR's BC's, EC's, PRC's, PCC's, etc.) on all streets and highways.
- Provide cross-sections for all existing and proposed alleys, streets and highways.
- Show location of existing water and sewer main lines on all streets and highways. If new water and sewer main lines are to be constructed to serve the subdivision, show and call out the proposed points of connection to the existing water and sewer main lines.
- Show all existing structures and label structures "to remain" or "to be removed". If existing buildings are to remain, show locations of existing water service lines and sewer lateral lines to the buildings.
- Delineate County adopted floodway limits if applicable.
- Provide benchmark information.
- Show proposed grading, estimated earthwork volumes, off-site drainage patterns, existing and proposed on-site drainage patterns, proposed pad elevations, and proposed building footprints (for commercial/industrial/multi-family developments).
- Submit a Development Plan or Map pursuant to La Mirada Municipal Code Section 20.12.070.
- Comply with the City of La Mirada Title 20 Subdivision, Chapter 20.04 and the Los Angeles County Title 21 Subdivision Code Section 21.40.040 requirements.

## FORMAL SUBMITTAL REQUIREMENTS

1. Submit complete Application and Environmental Information Form with appropriate fees.
2. Submit site plans, floor plans and elevations showing all dimensions and locations of all proposed and/or existing structures and improvements, parking area, signs, landscaping, walls, open spaces, etc. Plans shall properly demonstrate the location of all property lines, the full dimensions of buildings on site, including fully dimensioned floor plans, the exact location and dimensions of all existing and proposed signs for the business/center and the lineal feet of building frontage. Additionally, architectural drawings, interior layout, and appropriate sketches showing the design and character of the improvements may be required.

The following quantity and sizes are required:

- Submit 16 copies (24"X36") of the site, floor and elevation plans drawn to scale. Copies shall be in color if the plans contain any color such as photographs, colored elevations, colored renderings, or any representations that utilize color.
  - Submit 5 color copies (11"X17") of the plans folded in half.
  - Submit a high-resolution digital copy of the plans in pdf format.
  - If the decision of the Planning Commission is appealed, an additional 15 full size copies of the plans may be required.
3. The following are the requirements for the Radius Map, Land Use Map and Ownership Maps along with mailing Labels prepared by a radius mapping company:
    - Submit two copies of a map drawn to a scale of one inch to 100 feet, showing a radius line, all streets, highways, alleys, rights-of-way and lot cuts. Include tract, lot numbers and street addresses. This map should include the subject property and all surrounding properties within a radius of 300 feet from the exterior boundaries of the subject property. All properties should be numbered to correspond with the required property owner list.
    - Submit a numbered complete list of names and mailing addresses of all property owners within or partially within a 300-foot radius of the exterior boundaries of the subject property. This list must be prepared from the latest available assessment roll of the Los Angeles County Assessor.
    - Submit Two (2) numbered sets of typed address labels for each property owner within or partially within the 300-foot radius.
    - Submit Radius Map and Ownership List Certification. The ownership list shall be certified to be true, correct and complete and the Certificant's signature shall be notarized. An inaccurate or incorrect list will be cause for withholding the case from hearing.
  4. Owner's Affidavit.
  5. A complete legal description from a recorded deed or deeds is required.
  6. Title Report.