

**COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
LAND DEVELOPMENT DIVISION**

Engineer \_\_\_\_\_ Phone No. \_\_\_\_\_ DATE \_\_\_\_\_

TRACT/PARCEL MAP NO. \_\_\_\_\_

CUP/R3/DS NO. \_\_\_\_\_

To expedite and properly process your submittal, the items listed below are necessary. It is our policy to review only complete submittals. Additional documents may be requested if needed during plan check.

**Require submittals:**

1. Conditions of Approval or "Agreement to improve"
2. Improvement Plans (Prepared by a Civil Engineer-Name and license number on plans)
2. Engineer's construction cost estimate
3. Checking deposit or plan check fee

**As attachments**

5. MSU Map (copy of final map with utilities shown in red)\*
6. One set each of all supporting plans/maps (if applicable to your project)
  - Grading Plan
  - Storm Drain Plan
  - Final Map for file or Deed Map for file if Deeded Street
  - Final Map for street light estimate
  - Signing & Striping Plans (2 sets)
  - Street Lighting Plan
  - Traffic Signal Plan
- 14 Tentative Map, Plot Map or Exhibit.
15. If Deeded Street, submit separate instrument dedication (see attached) and the following:

- Approved Environmental Document
- Zoning and/or Land Use Approval
  
- IEC approval if a highway road alignment is required

\*An MSU Map must be submitted when the street plans are submitted for new check for each tract or parcel map where there is construction in new right of way. The utility map is a print of the final map with existing utilities such as pipe lines, weir boxes, power poles, etc., shown in red and clearly located only in all right of way to be dedicated. A utility map is not required if there is no new right of way dedication. Do not show proposed utilities or utilities in existing right of way.

### SEPARATE INSTRUMENT DEDICATION

In order to properly process your submittal, the items listed below are required.

1. Request the applicant to submit online the following:
  - a) Grant Deed
    - If the grantor is not an individual, submit copy of all trust/corporate/limited liability/limited partnership, company resolutions, etc. indicating the names, titles, and authority of the signatory executing the easement document on behalf of the grantor.
  - b) Either
    - Title Insurance policy not older than 6 months from date of transmittal, or
    - Title Insurance Policy older than 6 months together with a Preliminary Title Report not older than 6 months
  - c) Recorded deeds affected by or referenced in the vesting document, Title Policy, or in the proposed easement's legal description.
  - d) Recorded easement documents for incoming, outgoing, abutting, or overlap easements for the same purposes for verification of proper continuity of the proposed easement.
  - e) Deed of Trust
  - f) Contact information for the applicant including a telephone number, email address, and mailing address.
  
2. Deposit of \$3,000.
  
3. If the owner still has a mortgage (deed of trust), a subordination document will need to be prepared—the cost is \$1,200(in addition to the above \$3,000)

JN:  
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