



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

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
TENTATIVE MAP SUBMITTAL PROCESS

I. Tentative Map Agency Review

Before submitting an a Tentative Map application, Tentative Maps must first be reviewed by Los Angeles County Public Works – Land Development Division and the Los Angeles County Fire Department. To initiate the Agency Review, submit a PDF copy of the Tentative Map and Geotechnical Report, and the County Engineer Deposit 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. The County Engineer deposit will be based on the table below.

Process	Initial Deposit
GMED's Review Fee for a Geotechnical Report (1-1,000 cubic yards). For additional cubic yards, visit the Geotechnical and Materials Engineering Division fee schedule: https://dpw.lacounty.gov/gmed/permits/docs/fees_schedule.pdf	\$3,301
Application for Tentative Parcel Map with 10 or less lots	\$ 8,128
Application for Tentative Tract Map with 11-50 lots	\$ 17,654
Application for Tentative Tract Map with 51-100 lots	\$ 22,630
Application for Tentative Tract Map with 101-150 lots	\$ 35,185
Application for Tentative Tract Map with 151 or more lots - see page five of the Los Angeles County Department of Public Works 2023—2024 Land Development Division Fee Schedule at: https://dpw.lacounty.gov/idd/lib/fp/Fees%20and%20Bond%20Calculation%20Spreadsheet/2024-2025%20LDD%20Fee%20Schedule.pdf	
Final Map Submittal - Applicant shall file their final maps and pay proper fees directly to Los Angeles County as required. Additional fees may be due directly to the Los Angeles County Fire Department as part of the tentative map review process.	

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 review categories with EPIC LA depending on if it is for a parcel map or tract map.




Apply

Fire Land Development - Tentative Map - Parcel

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.



Apply

Fire Land Development - Tentative Map - Tract

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.

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.

II. Tentative Map Application Submittal

A. Submit the Tentative Map:

To submit a tentative map application, e-mail a PDF copy of the following items to the City of Lakewood Community Development Department:

1. The tentative map.
2. This subdivision application form.
3. Architectural plans.
4. Correspondence from Los Angeles County Public Works – Land Development Division recommending approval of the tentative map.
5. Correspondence from Los Angeles County Fire Department recommending approval of the tentative map.

The PDF copies must be e-mailed to 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.

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. 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.

D. 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.

E. 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.

F. Review Process

After your tentative map application is submitted and accepted, your application and tentative map will be reviewed by City of Lakewood Community Development departments and any other Departments as appropriate. For commercial, mixed-use, and certain multi-family residential projects, 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 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.

G. Review Process

Projects may involve more than just subdivision approval. Projects may require other approvals from the City's Development Review Board or approval of a Conditional Use Permit by the City's Planning and Environment Commission. 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.

H. 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.

I. 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.

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

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

Revised April 29, 2024