
City of San Dimas
Subdivision Mapping Standards

Subdivision Mapping Standards Table of Contents

Table of Contents

1.0	Los Angeles County Mapping Standards.....	3
1.1	Subdivider's Statement	3
1.2	Owner's Statement	3
1.3	Signature format for deed of trust	5
1.4	Notary Acknowledgment	5
1.5	Signature Omissions.....	6
1.6	Easement Notes	7
1.7	Abandonment Note.....	8
1.8	Los Angeles County Tax Certificates	8
1.9	Surveyor's Statement (Parcel Map)	9
1.10	Surveyor's Statement (Tract Map)	9
1.11	San Dimas Certificates.....	10
	City Engineer's Statement (Parcel Map)	10
	City Engineer's Statement (Tract Map).....	10
1.13	City Clerk Certificate.....	10
1.14	Special Assessment Statement.....	12
1.15	Residential Planned Development Note (RPD).....	12
1.16	Condominium Note.....	12
1.17	Basis of Bearings	12
	Field Survey	12
	Field Survey - Rotated	12
	GPS/Coordinates	13
1.18	Record Data	14
1.19	Legend and Notes	14
	Notes: Legends and notes are typically located on sheet 2 of the map.....	14
a)	Distinctive Border Legend	14
b)	Recommended Format for Monument Notes	14
c)	Information regarding set monuments	15
d)	Recommended Format for Document References	15
e)	Recommended Format for Record Data.....	15
f)	Recommended Format for Found Monuments	15
g)	Recommended Format for Searched, Not Found Monuments.....	16
h)	Easements and the Distinctive Border.....	17
1.20	Layout of Title Sheet	17
1.21	Layout of Subsequent Sheets.....	17
1.22	Amending Map	18
	City Engineer's Statement	18
	City Engineer's Statement	18
	City Surveyor's Statement	18
4.0	Tentative Map Expiration Table	19
5.0	Instructions to map checkers:.....	20
6.0	Best Practices for Quicker Approval.....	23
6.1	Closure Calculations.....	23

Subdivision Mapping Standards Table of Contents

6.2	Record Data References	23
6.3	Vesting Deeds.....	23
6.4	Adjoining Deeds.....	24
6.5	Existing Easements.....	24
6.6	Common Problems on Maps	24
7.0	Lot Line Adjustments/Lot Mergers/Certificate of Compliances	26
7.1	LLA Notes	26
7.2	Lot Merger Notes	27
7.3	Legal Reference for requiring and APN (Los Angeles County)	28

1.0 Los Angeles County Mapping Standards

1.1 Subdivider's Statement

Reference: SMA 66445(e) Only use on Parcel Maps creating 4 or fewer parcels and no dedications are made; in all other cases use the Owner's Statement:

We hereby state that we are the subdividers of the lands included within the subdivision shown on this map within the distinctive border lines, and we consent to the preparation and filing of said map and subdivision.

1.2 Owner's Statement

References: See LACDPW "Guide for the Preparation of Tract Maps and Parcel Maps"

<http://dpw.lacounty.gov/ldd/lib/fp/Final%20Map/Guide%20For%20The%20Preparation%20of%20Tract%20Maps%20and%20Parcel%20Maps.pdf> for other dedications not listed.

Notes: Corporations require two (2) signatures: President or Vice-President; and Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer. One signature may be acceptable if a certified corporate resolution is provided indicating that a specific officer may sign on behalf of the corporation.

Use the following on all maps except when a subdivider's statement is applicable: We hereby state that we are the owners of or are interested in the lands included within the subdivision shown on this map within the distinctive border lines, and we consent to the preparation and filing of said map and subdivision. Include the following statements as needed:

Public road dedication: We hereby dedicate to the public use all streets, highways and other public ways shown on said map.

Public easement dedication: We hereby dedicate to the City of [Agency Name], an easement for {insert easement type(s)} purposes so designated on said map and all uses incident thereto, including the right to make connections therewith from any adjoining properties.

Sample easement types:

- drainage
- hiking and equestrian trail
- public sidewalk purposes or pedestrian access purposes
- public utility purposes
- sanitary sewer
- slope maintenance
- storm drain
- water

Fee title dedication: We hereby grant [Lot(s)][Parcel(s)] {insert lot/parcel number(s)} in fee simple to the City of {Insert Agency Name}.

Intent to establish private easements: We hereby set forth [an easement][the easements] for {insert easement type(s)} purposes and all uses and appurtenances incident thereto for the benefit of [Lot(s)][Parcel(s)] {insert lot/parcel number(s)}. See sample easement types listed above.

Dedication of Access Rights: As a dedication to public use, while all of [insert street name] within or adjacent to this subdivision remain[s] [a] public street[s], we hereby abandon all rights of direct vehicular

ingress and egress from [Lot][Parcel][s] { *optional*, include lot/parcel numbers } to the said streets. If any portion of said street(s) within or adjacent to this subdivision [is][are] vacated, such vacation terminates the above dedication as to the part vacated.

Dedication of private streets and private and future streets: We hereby offer to the public use the Private [and Future] Streets shown on said map, reserving to ourselves all ordinary uses of said land except the erection or construction of any structure not ordinarily placed in public streets, until such time as said street is accepted and opened for public use.

Acceptance of Storm Water: We do hereby, and for our heirs, executors, administrators, successors and assigns, jointly and severally agree that all Private [and Future] Streets shown on this map will accept drainage water discharged from any adjoining street, whether it be a public street, or a Private and Future Street, and further agree that the City of {insert Agency Name} is hereby held free and clear of any claims or damages arising from said drainage.

Dedication of future street: We hereby offer for public use for street purposes the certain strip(s) of land designated as “Future Street” on this map reserving to ourselves all ordinary uses of said land except the erection or construction of any structure not ordinarily placed in public streets until such time as said street is opened for public use. **Include Acceptance of Storm Water statement if needed.**

Streets Are Offered or Dedicated and Structures Exist That Require A Map To Be Filed With The Director of Public Works: We further state that, except as shown on a copy of this map on file in the office of the Director of Public Works, we know of no easement or structure existing within the easements herein offered for dedication to the public, other than publicly owned water lines, sewers, or storm drains, that we will grant no right or interest within the boundaries of said easements offered to the public, except where such right or interest is expressly made subject to the said easements.

Streets or Easements Are Offered or Dedicated and No Structures Exists: We further state that we know of no easement or structure existing within the easements herein offered for dedication to the public, other than publicly owned water lines, sewers, or storm drains, and that we will grant no right or interest within the boundaries of said easements offered to the public, except where such right or interest is expressly made subject to the said easement.

Deed Restriction Covenant (modify as needed). Do not include in the City Clerk’s Certificate: We hereby covenant to the City of {Insert Agency Name} that each grant deed for a numbered lot in this [tract map][parcel map] shall contain the following non-revocable deed restriction when such numbered lot contains a “no build area”:

Development rights within the “no build” area shown on this lot have been conveyed to the City of [Agency Name]. No development or structures are allowed in the “no build” area. This non-revocable deed restriction shall be included in all future grant deeds conveying this lot.

Easement Legend (Optional): It is acceptable to include a symbol/legend next to each dedication so that a separate legend does not need to be shown on the map. Use of a symbol legend by each dedication reduces the likelihood of inconsistencies between separate dedications and legends.

Easement Legend Examples:

- A We hereby set forth an easement for sanitary sewer purposes and all uses and appurtenances incident thereto for the benefit of Lot 36.
- B We hereby set forth an easement for sanitary sewer purposes and all uses and appurtenances incident thereto for the benefit of Lot 47.
- C We hereby dedicate to the City of San Dimas an easement for storm drain purposes so designated on said map and all uses incident thereto, including the right to make connections therewith from any adjoining properties.

1.3 Signature format for deed of trust

{insert name}, [beneficiary][trustee] under a deed of trust recorded on {insert date} as Instrument No. {insert County Recorder’s recording information} Official Records.

Corporation Signature Note: Corporations require two (2) signatures: President or Vice-President; and Secretary, Assistant Secretary, Chief Financial Officer, or Assistant Treasurer. One signature may be acceptable if a certified corporate resolution is provided indicating that a specific officer may sign on behalf of the corporation.

1.4 Notary Acknowledgment

References: Section 1189 Civil Code, effective 01/01/2015; and SMA 66436(c)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

State of California)
)
County of _____

On _____ before me, _____,
personally appeared _____, who 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.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal. My principal place of business is in _____ County
Signature _____ My Commission expires _____

1.5 Signature Omissions

Notes:

1. Signature omissions are limited to those that are within or are partly within the distinctive border. Any items that fall *completely* outside of the distinctive border must be removed from the preliminary subdivision report.
2. Submit a current Preliminary Subdivision Report and a legible copy of each document referenced in the preliminary subdivision report.

The signature(s) of the parties named hereinafter as owner of the interest set forth have been omitted under provisions of Section 66436 (a)(3)(A)(I-VIII) of the Subdivision Map Act, their interest is such that it cannot ripen into a fee title, and said signature(s) are not required by the local agency.

{insert name of easement holder} holder of an easement for {insert nature of easement as specified in Preliminary Subdivision Report} per document recorded on {insert recording date} in {insert County Recorder's document reference}. **Add the following statements as needed:**

- Said easement is blanket in nature.
- Said easement cannot be located from record.
- The bearings referenced in this document have been rotated XXoXX'XX" [clockwise][counter clockwise] on this map.

The signature(s) of the parties named hereinafter as owner of the interest set forth have been omitted under provisions of Section 66436 (a)(3)(C) of the Subdivision Map Act, their interest is such that it cannot ripen into a fee title, and said signature(s) are not required by the local agency.

[insert name] holder of [insert nature of interest] per document recorded on [insert date] in [insert County Recorder document reference].

The only easements to be shown on the map that are located *outside* the distinctive border are appurtenant easements; such as access, utility, and drainage. An appurtenant easement benefits the property being subdivided; such as an access easement that connects the subdivision to a public road.

Signature Omission Example

The signature(s) of the parties named hereinafter as owner of the interest set forth have been omitted under provisions of Section 66436 (a)(3)(A)(I-VIII) of the Subdivision Map Act, their interest is such that it cannot ripen into a fee title, and said signature(s) are not required by the local agency.

Irrigation District of San Dimas, a corporation, holder of an easement for irrigation purposes per document recorded on 02/23/1895 in Book 1234, page 56, of Deeds. Said easement is blanket in nature.

I *City of Pomona, a municipal corporation, holder of an easement for storm drain purposes per Tract No. 12345 filed in Book 1234, pages 56 and 57 of Maps, in the Office of the County Recorder.*

2 *City of Pomona, a municipal corporation, holder of an easement for sanitary sewer purposes per Tract No. 12345 filed in Book 1234, pages 56 and 57 of Maps, in the Office of the County Recorder.*

3 *Southern California Edison, a corporation, holder of an easement for public utility purposes per document recorded on 02/01/2003 as Instrument No. 2003123456, Official Records. The bearings referenced in this document have been rotated 03°15'45" counter clockwise on this map.*

Verizon, Inc., a corporation, holder of an easement for telecommunication purposes per document recorded on 12/21/2012 as Instrument No. 2012123456, Official Records. Said easement is blanket in nature. Said easement cannot be located from record.

The signature(s) of the parties named hereinafter as owner of the interest set forth have been omitted under provisions of Section 66436 (a)(3)(C) of the Subdivision Map Act, their interest is such that it cannot ripen into a fee title, and said signature(s) are not required by the local agency.

John Doe holder of minerals and oil per document recorded on 03/24/1956 as Instrument No. 234 in Book 1234, page 35, Official Records.

For easements that are plotted on the map, include a symbol/legend/key in the signature omissions; that way the signature omissions on sheet 1 serve as the legend for the easements.

1.6 Easement Notes

Notes: Use in lieu of Signature Omissions for Parcel Maps creating 4 or fewer parcels and no dedications are made.

{insert name of easement holder} holder of an easement for {insert nature of easement as specified in Preliminary Subdivision Report} per document recorded on {insert recording date} in {insert County Recorder's document reference}. **Use the following statements as needed:**

- Said easement is blanket in nature.
- Said easement cannot be located from record.
- The bearings referenced in this document have been rotated XXoXX'XX" [clockwise][counter clockwise] on this map.

Easement Note Example

Irrigation District of San Dimas, a corporation, holder of an easement for irrigation purposes per document recorded on 02/23/1895 in Book 1234, page 56, of Deeds. Said easement is blanket in nature.

1 *City of Pomona, a municipal corporation, holder of an easement for storm drain purposes per Tract No. 12345 filed in Book 1234, pages 56 and 57 of Maps, in the Office of the County Recorder.*

2 *City of Pomona, a municipal corporation, holder of an easement for sanitary sewer purposes per Tract No. 12345 filed in Book 1234, pages 56 and 57 of Maps, in the Office of the County Recorder.*

Verizon, Inc., a corporation, holder of an easement for telecommunication purposes per document recorded on 12/21/2012 as Instrument No. 2012123456, Official Records. Said easement is blanket in nature. Said easement cannot be located from record.

For easements that are plotted on the map, include a symbol/legend/key in the easement notes; that way the easement note table on sheet 1 serves as the legend for the easements.

1.7 Abandonment Note

References: SMA 66434(g); SMA 66445(j); and SMA 66499.20.2

Notes: In addition, list the following as a separate note below the city clerk statement

Pursuant to Section (66434(g) for final maps)(66445(j) for parcel maps) of the Subdivision Map Act, the filing of this [tract] [parcel] map constitutes abandonment of those [streets][including access restrictions] [and] [easements] [including building restriction rights] acquired by [insert agency name] per [insert deed/map references] not shown on this map [except for ____].

[The filing of this [tract] [parcel] map does not constitute abandonment of the following easements acquired by [insert local agency name] per [insert deed/map references].

1.8 Los Angeles County Tax Certificates

I hereby certify that all certificates have been filed and deposits have been made that are required under the provisions of Sections 66492 and 66493 of the Subdivision Map Act.

Executive Officer, Board of Supervisors of the County of Los Angeles, State of California

By _____ Date _____
Deputy

LEAVE SPACE
BLANK
FOR
2" LA COUNTY SEAL
HERE

I hereby certify that security in the amount of \$ _____ has been filed with the Executive Officer, Board of Supervisors of the County of Los Angeles as security for the payment of taxes and special assessments collected as taxes on the land shown on map of [Tract No.][Parcel Map No.][insert map number] as required by law.

Executive Officer, Board of Supervisors of the County of Los Angeles, State of California

By _____ Date _____
Deputy

LEAVE SPACE BLANK
FOR
2" LA COUNTY SEAL
HERE

1.9 Surveyor's Statement (Parcel Map)

References: SMA 66449 Only Engineer RCE 33965 or below qualify.

Notes: Only Civil Engineers with a license number of RCE 33965 or below are qualified to prepare tract or parcel maps. When a Civil Engineer prepares the map the statement shall be labeled as **Engineer's Statement**

This map was prepared by me or under my direction and [was compiled from record data][is based upon a field survey] in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of [insert name of person authorizing the map] on [insert date]. I hereby state that this parcel map substantially conforms to the approved or conditionally approved tentative map, if any.

[; that all the monuments are of the character and occupy the positions indicated or that they will be set in those positions before [insert date][twenty-four months from the filing date of this map]; and that the monuments are, or will be, sufficient to enable the survey to be retraced.]

[; and that tie notes for all centerline monuments are, or will be, on file in the office of the [Director of Public Works][City Engineer] before [insert date][twenty-four months from the filing date of this map].

[INSERT NAME HERE]
[LS] [RCE] [INSERT LICENSE No. HERE]

DRAFT IN SEAL
(Seal must be in conformance with CA B&P Code 6764)

1.10 Surveyor's Statement (Tract Map)

References: SMA 66442.5 and SMA 66441

Notes: Only Civil Engineers with a license number of RCE 33965 or below are qualified to prepare tract or parcel maps. When a Civil Engineer prepares the map the statement shall be labeled as **Engineer's Statement**

This map was prepared by me or under my direction and is based upon a field survey in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of [insert name of person authorizing the map] on [insert date]. I hereby state that all the monuments are of the character and occupy the positions indicated or that they will be set in those positions before [insert date][twenty-four months from the filing date of this map], and that the monuments are, or will be, sufficient to enable the survey to be retraced, and that this final map substantially conforms to the conditionally approved tentative map. I hereby state that said survey is true and complete as shown.

[; and that tie notes for all centerline monuments are, or will be, on file in the office of the [Director of Public Works][City Engineer] before [insert date][twenty-four months from the filing date of this map].

[NAME], [LS] [RCE] [LICENSE No.]

DRAFT IN SEAL
(Seal must be in conformance with CA B&P Code 6764)

Note: Assembly Bill 645, which is effective on January 1, 2010, amends Sections 6735, 6735.3, 6735.4, 6764, 8750, 8761, and 8764.5 of the Business and Professions Code so that Professional Engineers and Professional Land Surveyors are no longer required to include the expiration date of the licenses when they sign and seal their engineering and land surveying documents nor are they required to include the expiration date in their stamp or seal.

Professional Engineers and Professional Land Surveyors may still choose to include their expiration dates if they wish; however, they are no longer required by the laws to do so.

1.11 San Dimas Certificates

City Engineer's Statement (Parcel Map)

References: SMA 66450

I hereby state that I have examined this map; that the subdivision as shown is substantially the same as it appeared on the tentative map, if required, and any approved alterations thereof; that all provisions of the Subdivision Map Act and of any local subdivision ordinances of the City of [insert Agency Name] applicable at the time of approval of the tentative map, if required, have been complied with; and that I am satisfied that this map is technically correct.

DATE [NAME], [TITLE], [LS] [RCE] [LICENSE No.]

DRAFT IN SEAL
(Seal must be in conformance with CA B&P Code 6764)

City Engineer's Statement (Tract Map)

References: SMA 66442

I hereby state that I have examined this map; that the subdivision as shown is substantially the same as it appeared on the tentative map and any approved alterations thereof; that all provisions of the Subdivision Map Act and of any local subdivision ordinances of the City of [insert Agency Name] applicable at the time of approval of the tentative map have been complied with; and that I am satisfied that this map is technically correct.

DATE [NAME], [TITLE], [LS] [RCE] [LICENSE No.]

DRAFT IN SEAL
(Seal must be in conformance with CA B&P Code 6764)

Agency	City Engineer/City Surveyor	Last Updated
San Dimas	David G. Gilbertson, City Engineer, LS 6941	11/09/2020

1.13 City Clerk Certificate

I hereby certify that the City Council of the City of {Insert Agency Name} on _____, approved this map.

[Said Council did accept on behalf of the public, all streets, highways and other public ways shown on said map.]

[Said Council did accept on behalf of the City, the easement for [sanitary sewer] [drainage] [storm drain] [water] [Hiking and Equestrian Trail] [public sidewalk][etc..._____]

[Said Council did accept on behalf of the City the right to restrict direct vehicular ingress and egress from {lots } {parcels} _____ onto _____ as shown on said map.]

[Said Council did accept on behalf of the City [Lot][Parcel] _____ in fee simple.]

[Said Council did reject, on behalf of the public, the offer of dedication of [insert road names].] (*Use when some roads are expected and others are rejected.*)

[Said Council did reject, on behalf of the public, the offer of dedication of all streets, highways and other public ways shown on said map.] (*reject all streets offered for dedication.*)

[Said Council did reject, on behalf of the public, the offer of dedication of the private streets, (list names), offered for dedication on said map.] (*reject all private streets offered for dedication.*)

[Said council, pursuant to Section (66434(g) for final maps)(66445(j) for parcel maps) of the Subdivision Map Act, did abandon those [streets][including access restrictions] [and] [easements] [including building restriction rights] acquired by [insert Agency Name] per [insert deed/map references].] [The filing of this [tract][parcel] map does not constitute abandonment of the following easements acquired by [insert local agency name] per [insert deed/map references].] {reference: also see SMA 66499.20.2}

DATE

CITY CLERK

Notes on rejected offers of dedication:

Code of Civil Procedures 771.010. If a proposal is heretofore or hereafter made to dedicate real property for public improvement, there is a conclusive presumption that the proposed dedication was not accepted if **all** of the following conditions are satisfied:

- (a) The proposal was made by filing a map only.
- (b) No acceptance of the dedication was made and recorded within **25** years after the map was filed.
- (c) The real property was not used for the purpose for which the dedication was proposed within 25 years after the map was filed.
- (d) The real property was sold to a third person after the map was filed and used as if free of the dedication.

Code of Civil Procedures 771.020. (a) An action is authorized to clear title to real property of a proposal to dedicate the property for public improvement if there is a conclusive presumption pursuant to Section 771.010 that the proposed dedication was not accepted.

(b) The action shall be pursuant to Chapter 4 (commencing with Section 760.010) and shall have the following features:

- (1) The public entity to which the dedication was proposed shall be named as defendant.
- (2) The judgment in the action shall clear the title of the proposed dedication and remove the cloud created by the proposed dedication.

Also See SMA 66477.2

1.14 Special Assessment Statement

I hereby state that all special assessments levied under the jurisdiction of the City of [insert city name], to which the land included in the within subdivision or any part thereof is subject, and which may be paid in full, have been paid in full.

DATE

CITY TREASURER

1.15 Residential Planned Development Note (RPD)

This subdivision (tract) is approved as a residential planned development project whereby the common areas will be held in fee by an association made up of the owners of the individual lots. Membership in the homeowner's Association is inseparable from ownership in the individual lots. [Lot][Parcel] {*Insert lot/parcel number*} is a common private driveway, to be held in fee by an association made up of the owners of [Lots][Parcels] {*Insert lot/parcel number*} through {*Insert lot/parcel number*}, inclusive, for access, utility easement, and maintenance purposes.

1.16 Condominium Note

- (a) This [subdivision][tract] is approved as a condominium project [for {*Insert number of units*} units], whereby the owners of the units of air space will hold an undivided interest in the common areas which will, in turn, provide the necessary access and utility easements for the units.
- (b) This [subdivision][tract] is approved as a condominium project [for {*Insert number of units*} units], whereby the owners of the units of air space will hold an undivided interest in all common areas which will, in turn, provide the necessary access and utility easements for the units. [Parcels] [Lots] {*Insert lot/parcel number*} through {*Insert lot/parcel number*}, inclusive are common areas.

Notes:

- 1. (b) is to be used if there are more than 1 parcel or lot shown on the subdivision map.
- 2. The phrase [for ____ units] is required only on maps in the unincorporated territory and on city maps if required in the conditions of approval.
- 3. The word "subdivision" must be on parcel maps and may be used on tract maps.
- 4. If the condominium is for commercial/industrial purposes, substitute [for _____ buildings] in place of [for ____ units].

1.17 Basis of Bearings

Notes: For maps prepared by a field survey, use one of the following:

Field Survey

The bearings shown hereon are based on the bearing {insert bearing} of the [center][side][northerly][etc..] line of [street][section][etc...] as shown on {insert name of permanent record and County Recorder's recording reference}.

Field Survey - Rotated

The bearings shown hereon are based on the [center][side][northerly][etc..]line of [street][section][etc...] shown as {insert bearing} on {insert name of permanent record and County Recorder's recording/filing reference} and shown as {insert bearing} on this map.

GPS/Coordinates

References:

- LACDPW "Guide for the Preparation of Tract Maps and Parcel Maps"
<http://dpw.lacounty.gov/ldd/lib/fp/Final%20Map/Guide%20For%20The%20Preparation%20of%20Tract%20Maps%20and%20Parcel%20Maps.pdf>
- *CEAC Guide to the Preparation of Records of Survey and Corner Records, 5th Edition*

Notes: The use of the State Plane Coordinates is optional. California State Public Resources Code shall be consulted for the requirements.

The [coordinates and] bearings shown hereon are based upon the California Coordinate System of 1983, CCS83, Zone N, (20NN.NN) in accordance with the California Public Resources Code Sections 8801-8819; said [coordinates and] bearings are based locally upon field-observed ties to the following California Spatial Reference Network, or equivalent stations:

Referenced CSRC (optionally NGS) Station(s) Connected

Station	Northing (Y)	Easting (X)	Height (or) Elevation	Accuracy(ies)

Mapping Angle and Grid Factor

Station (optional)	Northing (Y)	Easting (X)	Mapping Angle	Combination Factor	Elevation (optional)	Height

Notes: All [coordinates and] distances shown, unless otherwise noted, are in terms of the U.S. Survey Foot (optionally Meter). As used in tables above, Elevation refers to the California Orthometric Height ("COH88") or equivalent of the point where the mapping angle and combination factor were calculated in terms of the North American Vertical Datum of 1988 ("NAVD88") and Height refers to the vertical value of the California Geodetic Coordinate or equivalent ellipsoid height used to calculate the combination factor. In the event that the calculations are not performed at a "real" point in the survey, there may be no Station or Elevation to list.

"Ground" Survey * If the survey and map are showing ground distances, the following statement should be made in some form:

Distances shown hereon, are ground distances. To approximate CCS83 grid distances multiply the distances by the combination factor provided hereon.

"Grid" Survey * If the survey and map are showing CCS83 grid coordinate values or distances, the following statement should be made in some form:

Distances shown hereon or inversed from coordinates shown hereon are in reference to CCS83. To approximate local ground distances divide by the combination factor provided hereon.

1.18 Record Data

Notes: use only when a parcel map is based upon record data.

Record data from {insert document reference} filed in {insert County Recorder's recording/filing reference}.

1.19 Legend and Notes

Notes: Legends and notes are typically located on sheet 2 of the map.

a) Distinctive Border Legend

 Indicates the boundary of the land being subdivided by this map

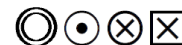
b) Recommended Format for Monument Notes

- Found monument as noted
- Set monument as noted
- S&W, tagged [LS][RCE] {Insert License Number}, flush, to be set.
- {Insert OD of pipe}" I.P., tagged [LS][RCE] {Insert License Number}, to be set [{Insert distance below ground}" deep] [{Insert distance above ground}"up][flush],.
2" I.P., tagged [LS][RCE] {Insert License Number}, [{Insert distance below ground}" deep][{Insert distance above ground}"up][flush], to be set at all [tract][parcel] map boundary angle points; unless otherwise noted.
1" I.P., tagged [LS][RCE] {Insert License Number}, [{Insert distance below ground}" deep] [{Insert distance above ground}"up][flush], to be set at all rear [lot][parcel] lines and [lot][parcel] line angle points; unless otherwise noted.
L&T, tagged [LS][RCE] {Insert License Number}, [{Insert distance below ground}" deep] [{Insert distance above ground}"up][flush]to be set on the top of curb along the prolongation of side [lot][parcel] lines.
- △ Set S&W, tagged [LS][RCE] {Insert License Number}, [{Insert distance below ground}" deep] [{Insert distance above ground}"up][flush], to be set at all centerline angle points, radius points, BC's, EC's and centerline intersections; unless otherwise noted.

Notes: The symbol for found and set monuments shall be an open or solid circle, square or triangle with a symbol size of 0.1 inch typical or no less than 0.08 inch. Symbols within symbols shall not be used, as they may be illegible when the map is scanned and/or reproduced on less than full size paper.



Acceptable monument symbols



Unacceptable monument symbols
(symbols within symbols)

c) Information regarding set monuments

- Durable monuments are required to be set. A plastic cap is not considered durable as it is prone to melting in a fire and it can easily be removed.
- 2" IP is to be set at all un-monumented distinctive border angle points unless conditions otherwise prohibit.
- When a found monument (of any character) with a tag is accepted as an angle point on the distinctive border, it does not need to be replaced with a 2" IP.
- Lot angle points to be 1" IP; or S&W in pavement. When curb exists (or is planned) set a L&T on top of the curb along prolongation of lot line. Avoid setting monuments at the intersection of the centerline and prolongation of the lot line. These create an extra expense for monument preservation at the time that the streets are re-paved.
- Use "offset" monuments or ties when conditions make it impractical to set a monument at an angle point.
- Set a monument at all un-monumented controlling points in the survey.
- When a found monument without a tag is accepted as a controlling monument in the survey, set a tag on the monument.

d) Recommended Format for Document References

TRACT NO. 12345, MB 123/23-27

PARCEL MAP NO. 12345, PMB 95/1-7

RS 123/45-46 (RECORD OF SURVEY)

MR 23/4-6 (MISCELLANEOUS RECORDS)

OM 5/24-26 (OFFICIAL MAPS)

[CS 5/23-26] (COUNTY SURVEYOR MAP)

[CSB 5/23-26] (COUNTY SURVEYOR MAP B-SERIES)

DOCUMENT REC'D 02/04/1986 AS INSTRUMENT NO. 86-123456, O.R.

DOCUMENT REC'D 02/04/1953 AS INSTRUMENT NO. 123 IN BOOK 1203, PAGE 54, O.R.

DOCUMENT REC'D 02/04/1924 AS INSTRUMENT NO. 456 IN BOOK 101, PAGE 54, DEEDS

CITY OF {*Insert Agency Name*} TIE BOOK 123, PAGE 45

e) Recommended Format for Record Data

M = MEASURED

R1 = RECORD DATA PER {*Insert Reference. See Above for format*}.

R2 = RECORD DATA PER {*Insert Reference. See Above for format*}.

R3 = RECORD DATA PER {*Insert Reference. See Above for format*}.

f) Recommended Format for Found Monuments

FD [MONUMENT TYPE], [TAG], [POSITION] [PER][AS SHOWN ON] [REFERENCE].
[ACCEPTANCE]

Notes:

[TAG] State the tag number on the monument. If no tag is found, state "NO TAG". If the tag is illegible, state "TAG ILLEGIBLE". For monuments with an inscription, provide a diagram showing the inscription.

If a "NO TAG" or "TAG ILLEGIBLE" monument is a controlling monument, then set a monument as part of your survey. File a corner record or centerline ties for all set centerline monuments showing set monument and ties.

[POSITION] Use one of the following:

- FLUSH
- UP {insert distance above ground surface}'
- DOWN {insert distance below ground surface _____}'

Also indicate if the found monument is in a well.

[PER][AS SHOWN ON] Whenever possible, the reference that SET the found monument is to be listed.

- Use **[PER]** when the found monument was SET on the reference.
- Use **[AS SHOWN ON]** when found monument was listed as a FOUND monument on the reference.

[ACCEPTANCE] Whenever a monument has no reference, or the monument does not exactly match the reference, use an acceptance note.

Examples:

- FD 2" IP, TAGGED "LS 1234", DOWN 0.2' PER R1.
- FD S&W, NO TAG, FLUSH, NO REF. ACCEPTED AS NORTHEAST CORNER OF LOT 2 PER R1.
- FD S&W, TAGGED "LS 1234", FLUSH IN LIEU OF 2" IP TAGGED "LS 1234" PER R1. ACCEPTED AS NORTHEAST CORNER OF LOT 2 PER R1.
- FD 2" IP, TAGGED "LS 1234", IN MONUMENT WELL, DOWN 0.5' PER R1.

g) Recommended Format for Searched, Not Found Monuments

SEARCHED FOR [MONUMENT TYPE], [TAG] [PER][AS SHOWN ON] [REFERENCE], NOTHING FOUND.

Notes: When the point is a controlling point in the survey, include the following sentence:

ESTABLISHED [BY][AT] {state method of establishment}.

Examples:

- SEARCHED FOR 2" IP, TAGGED "LS 1234", PER R1, NOTHING FOUND.

- SEARCHED FOR S&W, NO TAG, AS SHOWN ON R3, NOTHING FOUND. ESTABLISHED AT RECORD DISTANCE (23.54') FROM SOUTHEAST CORNER LOT 2 PER R3

h) Easements and the Distinctive Border

Typically, the distinctive border does not include easements for streets and highways purposes. The distinctive border should be moved to the edge of the easement and the title company should be notified to update their report and remove them since they now fall outside of the distinctive border.

1.20 Layout of Title Sheet

Notes: In Los Angeles County, the title sheet is typically laid out in portrait with the following arrangement.

18" side

___ [lots][parcels] [___ lettered lots] ___ acres	[[Vesting] [Tract][Parcel Map] No. [insert map no.] In the City of [Agency Name], County of Los Angeles, State of California [insert preamble from preliminary subdivision report]	Sheet 1 of ___ {leave 3" wide by 4" tall area for County Recorder's stamp}
	[insert map purpose]	
	[Surveyor's/Engineer's name, license #] [Company Name (optional)] [Date of Survey]	
[Owner's][Subdivider's] Statement [insert signature block(s) for owners]	[Surveyor's][Engineer's] Statement City Engineer's Statement	
Notaries Acknowledgement(s) {if room exists- otherwise show on sheet 2}	City Surveyor's Statement {if applicable} City Clerk's Certificate	
[Signature Omissions] or [Easement Notes] (if applicable)	Special Assessment Statement	
Los Angeles County Tax Certificates	PRD/Condo Notes {if applicable} Abandonment Note {if applicable}	
	[Basis of Bearings][Record Data {if applicable for PM}] {if room exists- otherwise show on sheet 2}	

26" side

1.21 Layout of Subsequent Sheets

Notes: Portrait or landscape orientation of subsequent sheets is acceptable.

Scale: 1"= ___'	[[Vesting] [Tract][Parcel Map] No. [insert map no.] In the City of [Agency Name], County of Los Angeles, State of California	Sheet 2 of ___
	[Surveyor's/Engineer's name, license #] [Company Name (optional)] [Date of Survey]	

1.22 Amending Map

Use when the City Engineer is authorized to practice land surveying

City Engineer’s Statement

I hereby state that I have examined the amendments made on this Amending Map and it conforms to the provisions of Section 66469 and 66472.1 of the Subdivision Map Act. I hereby state that I am satisfied that this map is technically correct.

DATE [NAME], [TITLE], [LS] [RCE] [LICENSE No.]

DRAFT IN SEAL
(Seal must be in conformance with CA B&P Code 6764)

Use when the City Engineer is not authorized to practice land surveying

City Engineer’s Statement

I hereby state that I have examined the amendments made on this Amending Map and it conforms to the provisions of Section 66469 and 66472.1 of the Subdivision Map Act.

DATE [NAME], [TITLE], RCE [LICENSE No.]

DRAFT IN SEAL
(Seal must be in conformance with CA B&P Code 6764)

City Surveyor’s Statement

I hereby state that I am satisfied that this map is technically correct.

DATE [NAME], [TITLE], [LS] [RCE] [LICENSE No.]

DRAFT IN SEAL
(Seal must be in conformance with CA B&P Code 6764)

Instructions to Map Checkers

4.0 Tentative Map Expiration Table

Last revision/update 02/09/2021

Item	Final Map GC (SMA) Reference	Parcel Map GC (SMA) Reference	Expiration Date
Initial Term			
2 years upon approval of the Tentative Map	66452.6(a)	66463.5(a)	
Automatic Time Extensions			
2 year automatic time extension for all maps not expired on 09/13/1993	66452.11	66452.11	
1 year automatic time extension for all maps not expired as of 05/15/1996	66452.13	66452.13	
1 year automatic time extension for all maps valid as of 07/15/2008 that will expire before 01/01/2011	66452.21	66452.21	
2 year automatic time extension for all maps valid as of 07/15/2009 that will expire before 01/01/2012	66452.22	66452.22	
2 year automatic time extension for all maps valid as of 07/15/2011 that will expire before 01/01/2014	66452.23	66452.23	
2 year automatic time extension for all maps valid as of 07/11/2013 that were approved on or after 01/01/2000	66452.24	66452.24	
2 year automatic time extension for all maps approved between 01/01/2002 and 07/11/2013 in Fresno, Imperial, Kings, Madera, Merced, Modoc, Siskiyou, Stanislaus, Tulare, and Yuba counties (AB1303, 10/10/2015)	66452.25	66452.25	Not applicable to most counties
18 month automatic time extension for all maps valid as of 03/04/2020 that will expire before 12/31/2021. Excludes maps extended at least 18 months per GC 66452.6 on or after 03/04/2020. Excludes maps tied to GC 65913.4 (AB 1561, effective 09/28/2020)	65914.5	65914.5	
Up to 8 years automatic: when offsite improvements are greater than \$236,790*; 3 years automatically for each phased map that is filed for a maximum of 8 years. *Amount subject to increase annually per 66452.6(a)(2)	66452.6(a)	N/A	
Up to 5 years automatic: stay for moratorium (120 day minimum)	66452.6(b)	66463.5(d)	
Discretionary Time Extensions			
Up to 6 years: six one-year discretionary extensions; must be applied for by applicant	66452.6(e)	66463.5(c)	
2 year discretionary time extension for all maps approved before 12/31/1999; must be applied for by applicant	66452.24	66452.24	
Up to 5 years discretionary: stay for litigation; must be applied for by applicant	66452.6(c)	66463.5(e)	
Development Agreements			
Negotiated (established by agreement): Maps with a Development Agreement	66452.6(a)	66452.6(a)	

Instructions to Map Checkers

5.0 Instructions to map checkers:

1. Verify that closure calculations have been provided (not inverse calculations or traverse calculations). Closure calculations must include the following or they should be rejected:
 - Coordinates (Northings and Eastings) for each endpoint
 - Precision greater than 1:15,000
 - Error of closure
 - Radial bearings in/out of curves so that you can check for tangent/non-tangent conditions. See example below for how to check for tangent/non-tangent conditions.
 - Closure calculations need to show the same precision as is shown on the map. Distances to the hundredth (X.XX) and angular measurement to the nearest second (DD-MM-SS).
 - Signed and stamped by the licensed surveyor (or engineer)

See the example below for an acceptable closure calculation.

2. When checking closures that have curves, always check for a tangent condition. If a tangent condition does not exist, then a radial bearing must be shown on the map. In most instances, curves should be tangent; feel free to circle the point on the map and identify it is "non-tangent?" to let the map preparer know that there is a problem.

To quickly check for a non-tangent condition, add the seconds from the adjacent course to the seconds on the radial to make sure that it adds up to 60. If not, then the curve is non-tangent.

The most common location for a non-tangent curve is a sideline of a lot intersecting a curve on a road right of way.

Radial bearings need to be shown on the map for compound and reverse curves.

3. Sum of parts error: When checking maps, the most common error is sum of parts. The closure calc showing the overall distances prevails over the individual closure calcs that make up the parts. To resolve a sum of parts error, the adjustment should be made to the most logical part.

Example: If the overall length of a line is 250.12 feet and the parts are 50.00 feet, 50.00 feet, 50.00 feet, 50.00 feet, and 50.13 feet. It is clear that the intent is for the lots to be 50.00 feet so adjust the closing lot of 50.13 feet to 50.12 feet to match the overall line closure calc.

The same procedure is applied to curves. On curves, you typically only need to check the lengths and not the deltas.

Instructions to Map Checkers

SAMPLE CLOSURE CALC

Lot name: SAMPLE

North: 30.7495 East: 18.0569
 Line Course: N 76-01-59 E Length: 130.00
 North: 62.1266 East: 144.2134
 Line Course: N 13-58-01 W Length: 1.00
 North: 63.0970 East: 143.9721
 Line Course: S 76-01-59 W Length: 31.87
 North: 55.4048 East: 113.0443
 Curve Length: 39.47 Radius: 430.00
 Delta: 5-15-35 Tangent: 19.75
 Chord: 39.46 Course: S 82-34-16 W
 Course In: N 10-03-31 W Course Out: S 04-47-56 E
 RP North: 478.7955 East: 37.9424
 End North: 50.3029 East: 73.9156
 Curve Length: 59.18 Radius: 370.00
 Delta: 9-09-54 Tangent: 29.66
 Chord: 59.12 Course: S 80-37-07 W
 Course In: S 04-47-56 E Course Out: N 13-57-50 W
 RP North: -318.4000 East: 104.8692
 End North: 40.6657 East: 15.5844
 Line Course: S 13-59-19 E Length: 10.22
 North: 30.7488 East: 18.0549

Perimeter: 271.75 Area: 657 sq.ft. 0.02 acres

Mapcheck Closure - (Uses listed courses, radii, and deltas)
 Error Closure: 0.0021 Course: S 69-59-50 W
 Error North: -0.00071 East: -0.00196
 Precision 1: 130,432.13

PRECISION CALCULATED = $\frac{\text{PERIMETER}}{\text{ERROR CLOSURE}}$
 (1:15,000 MINIMUM)

CLOSURE CALCs ARE DIFFERENT FROM INVERSE CALCULATIONS. CLOSURES START WITH A SET OF COORDINATES & CALCULATE ENDING COORDINATES USING BEARINGS (ROUNDED TO NEAREST SECONDS) AND DISTANCES (ROUNDED TO NEAREST HUNDRETH)

RADIAL BEARINGS ARE SHOWN

BEARINGS TO NEAREST SECOND

DISTANCES TO NEAREST HUNDRETH

ENDING COORDINATES COMPARED TO STARTING COORDINATES

ERROR REPORTED BETWEEN STARTING & ENDING COORDS.

Instructions to Map Checkers

CHECK FOR TANGENT / NON-TANGENT CONDITIONS ON CLOSURE CALCULATIONS

Line Course: N 13-58-01 W Length: 1.00
 North: 63.0970 East: 143.9721

Line Course: S 76-01-59 W Length: 31.87
 North: 55.4048 East: 113.0443

Curve Length: 39.47 Radius: 430.00
 Delta: 5-15-35 Tangent: 19.75
 Chord: 39.46 Course: S 82-34-16 W

Course In: N 10-03-31 W Course Out: S 04-47-56 E
 RP North: 478.7955 East: 37.9424
 End North: 50.3029 East: 73.9156

Curve Length: 59.18 Radius: 370.00
 Delta: 9-09-54 Tangent: 29.66
 Chord: 59.12 Course: S 80-37-07 W

Course In: S 04-47-56 E Course Out: N 13-57-50 W
 RP North: -318.4000 East: 104.8692
 End North: 40.6657 East: 15.5844

Line Course: S 76-02-10 E Length: 10.22
 North: 30.7488 East: 18.0549

①
$$\begin{array}{r} 76.01.59 \\ + 10.03.31 \\ \hline \end{array}$$

$$86.05.30 \neq 90.00.00$$

∴ NON-TANGENT CONDITION; LABEL RADIAL BEARING ON MAP

②
$$04.47.56 = 04.47.56$$

∴ TANGENT CONDITION FOR PRC/PCC; LABEL RADIAL BEARING ON MAP.
 (IF NON-TANGENT, BOTH RADIALS MUST BE LABELED ON THE MAP.)

③
$$\begin{array}{r} 13.57.50 \\ + 76.02.10 \\ \hline \end{array}$$

$$90.00.00 = 90.00.00$$

∴ TANGENT CONDITION; DO NOT LABEL RADIAL BEARING

Best Practices for Quicker Approval

6.0 Best Practices for Quicker Approval

6.1 Closure Calculations

- For lots and parcels, start the closure at the most northerly corner and proceed clockwise.
- For legal descriptions, start at the TPOB and follow the courses in the legal description.
- Be sure that closure calculations include radial bearings in/out of curves.
- Check for tangent curves; if not tangent add radial bearings to your map/legal description.
- Be sure that closure calculations show distances to the hundredth (X.XX) and angular measurement to the second (XX°XX'XX").
- Compare your map/plat to the closure calcs.
- Check for sum of parts errors.
- Make sure that closure precision is better than 1:15,000.
- Closure calculations are typically not checked until after the subdivision boundary has been approved. Once closure calculations have been reviewed by the map checker, and changes to the map require updated closure calculations, be sure to provide updated closure calculations ONLY for the closures that changed. If your software does not allow you to select specific closures, then on the first page of the report, handwrite in **RED** ink the specific closures that need to be re-checked.

6.2 Record Data References

- Make sure that full size (18"x26") copies of maps are provided. The map checker cannot read reduced size maps.
- When a reference document has more than one sheet, make sure that all sheets are provided and are stapled together.
- Make sure that all documents are legible. If documents are not legible, then provide a transcript so that the map checker can read the document.
- Label copies all record data documents with the same *Reference Number* used on the map (example: R1, R2, R3, etc.) in **RED** in the upper right corner of the document.
- On the copy of the reference document, use a **highlighter** on data used on your map. For reference maps, use a highlighter to highlight the lines common to the distinctive border on your map; also **highlight** monuments used in your survey.

6.3 Vesting Deeds

- Provide a legible copy of all vesting deeds.
- Make sure that all documents are legible. The map checker cannot read illegible documents. If the best available copy of a document is not legible, then provide a typed transcript of the document for the map checker.
- Label both the assessor parcel number (APN) and the words "vesting deed" in **RED** in the upper right corner of the document.
- If the legal description covers many APNS, write the APN number in **RED** next to the section of the legal description for that APN.
- For deeds with metes and bounds legal description, use a **highlighter** on the portion common to the boundary of your map.
- Provide a full-size copy of all assessor maps.

Best Practices for Quicker Approval

6.4 Adjoining Deeds

- Provide a legible copy of all adjoining vesting deeds.
- Make sure that all documents are legible. The map checker cannot read illegible documents. If the best available copy of a document is not legible, then provide a typed transcript of the document for the map checker.
- For deeds with metes and bounds legal description, use a **highlighter** on the portion common to your map.
- Label the assessor parcel number (APN) in **RED** in the upper right corner of the document.
- Provide a full-size copy of all assessor maps.
- Review adjoining deeds for gaps/overlaps with your boundary and resolve.
- Provide a legible copy of all documents referenced in the vesting deed as necessary to aid the map checker in understanding how the adjoining deed relates to your map; this particularly important for deed calls along common lines to your map.

6.5 Existing Easements

- Provide a legible copy of all easements.
- Make sure that all documents are legible. The map checker cannot read illegible documents. If the best available copy of a document is not legible, then provide a typed transcript of the document for the map checker.
- Label the reference number on the preliminary subdivision report in **RED** in the upper right corner of the document. Also label in the same location any key or legend symbol used on your map for the easement.
- If the legal description covers many APNS, write the APN number in **RED** next to the section of the legal description for that APN.
- Be sure that all plottable easements are annotated with bearings, distances, curve data, dimensions, etc... and are tied out to your map.
- See the *signature omissions* section of this document for additional information.

6.6 Common Problems on Maps

- Verify sum of parts. In the age of computer mapping this is the most common error found on a map. Resolve by holding the overall distance as correct and round one of the parts up/down to match the overall distance.
- Be sure to run spell check. You will be surprised!
- Be sure to update the Tract/Parcel Map reference in the Board of Supervisors Certificate [Los Angeles County].
- Be sure to use the current notary acknowledgement without modifying it.
- Verify that all sheet references are correct: See Sheet X
- Verify that all dimensions spanning more than one sheet have all the leaders/crows feet consistent from sheet to sheet.
- Verify that lots are shown entirely on one sheet; no spanning of sheets is allowed. An exception may be allowed for large lettered lots. Lots are only to be shown and annotated once.
- Verify that the font is legible size is acceptable for the County Recorder. (Recommend 0.11" paper space text height with a compression of 0.65)
- Verify the legibility of all annotations. In the age of computer mapping it is common to see line work running through annotations.

Best Practices for Quicker Approval

- Be sure that all items in the preliminary subdivision report are addressed on the map.
- Make sure radial bearings are shown for all non-tangent conditions, all PCC's, and all PRCs. The bearing direction is from the radius point to the curve.
- Be sure to review the *monument* section of this document.
- Be sure to update City Clerk Certificate with correct city name.
- Be sure to update Special Assessment Statement with correct city name.

Lot Line Adjustments/Lot Mergers/Certificate of Compliances

7.0 Lot Line Adjustments/Lot Mergers/Certificate of Compliances

7.1 LLA Notes

- 1. Legal descriptions and plats/diagrams must be on 8.5" x 11" size paper. Both must be signed and stamped by a Land Surveyor licensed by the State of California -or- by a Civil Engineer registered by the State of California who is authorized to practice land surveying.
- 2. Although not a legal document review requirement, it is highly recommended that the lot line adjustment legal descriptions be prepared using the "intact" legal description from the vesting deeds and utilize "excepting therefrom" and "together therewith" to make the adjustment. This allows the "excepting" and "together" legal descriptions to be used in the grant deeds that need to be recorded sequentially with the lot line adjustment.
- 3. When legal descriptions are re-written (as opposed to the using the "intact" legal descriptions from vesting deeds), care must be taken to ensure that the "deed calls to adjoining parcels" are not inadvertently changed in a way that effects how a boundary survey would retrace the "lot line adjusted parcel" versus the "original" deeds. Re-written legal descriptions will require approval from your title company of their intent to insure the property described in the re-written legal description.
- 4. Care should also be taken to ensure that any deeds of trusts are modified to include all of the land of the lot line adjusted parcel. Otherwise, foreclosure by a lender will essentially undo the lot line adjustment since their interest is only a portion of the lot line adjusted parcel.
- 5. Recording sequence: Partial re-conveyance(s), if any; then the grant deed(s) exchanging the property would record second; then the Lot Line Adjustment Document would record last. The Lot Line Adjustment document itself does not grant the property from one party to another- typically, a deed is used to convey property. You should have your title company approve your deeds that will exchange the property being adjusted.

It is critical that the documents record sequentially in this sequence. If for any reason the County Recorder rejects any of the documents; then **DO NOT RECORD ANY OF THE DOCUMENTS.**

- 6. If discrepancies exist in the vesting deeds (omitted course(s), transposed number(s), etc...), contact your title company for advice on making the legal descriptions correct, yet insurable by the title company. Changes from the vesting deed will require approval from your title company of their intent to insure the property described in the re-written legal description. If a field survey was performed, a Record of Survey is probably required to be filed with the County Surveyor.
- 7. For legal document review, the following are required to be submitted:
 - One (1) copy of the proposed legal description (Exhibit "A")
 - One (1) copy of the plat/diagram showing the LLA (Exhibit "B")
 - One (1) copy of the proposed grant deeds to exchange the property
 - One (1) legible copy of the vesting deed(s) of the parcels involved with the LLA.
 - One (1) legible copy of each document referenced in the vesting deeds
 - One (1) copy of the APN map(s) that show all of the parcels in question as well as the adjoining parcels.
 - Area and/or closure calculations. For parcels using the "together therewith/excepting therefrom" format, closure calculations following those descriptions are required.
 - For legal descriptions that do not match the vesting deeds:* Written approval from your title company of their intent to insure the property described in the re-written legal description.

Lot Line Adjustments/Lot Mergers/Certificate of Compliances

7.2 Lot Merger Notes

1. Legal descriptions and plats/diagrams must be on 8.5" x 11" size paper. Both must be signed and stamped by a Land Surveyor licensed by the State of California -or- by a Civil Engineer registered by the State of California who is authorized to practice land surveying. When using small text, be sure to check with the County Recorder regarding minimum lettering height (font size); otherwise your document may be rejected by the County Recorder.
2. While not required, it is highly recommended that lot merger legal descriptions be prepared using the "intact" legal descriptions from the vesting deeds in a format similar to the following. This format reduces preparation time and also speeds up the review/approval process. In some instances this format may not be feasible; in that case see Item 3 below.

Parcel A (APNs _____, _____, and _____)
Consisting of three (3) parts being held together as one (1) parcel.

Part 1:

<insert legal description from vesting deed>

Part 2:

<insert legal description from vesting deed>

Part 3:

<insert legal description from vesting deed>

Area of said Parcel A is approximately ___ square feet (___ acre).

Prepared by:

<sign and stamp>

3. When legal descriptions are re-written (as opposed to the using the "intact" legal descriptions from vesting deeds), care must be taken to ensure that the "deed calls to adjoining parcels" are not inadvertently changed in a way that effects how a boundary survey would retrace the "merged parcel" versus the "original" deeds. Re-written legal descriptions will require approval from your title company of their intent to insure the property described in the re-written legal description. To assist the reviewer, please provide a legible copy of the vesting deeds and highlight the deed calls used in your re-written legal description.
4. Care should also be taken to ensure that any deeds of trusts are modified to include all of the parcels as merged together. Otherwise, foreclosure by a lender will essentially undo the lot merger since their interest is only a portion of the merged parcel.
5. If discrepancies exist in the vesting deeds (omitted course(s), transposed number(s), etc...), contact your title company for advice on making the legal descriptions correct, yet insurable by the title company. Changes from the vesting deed will require approval from your title company of their intent to insure the property described in the re-written legal description. If a field survey was performed, a Record of Survey is probably required to be filed with the County Surveyor.
6. For legal document review, the following are required to be submitted:
 - One (1) copy of the proposed legal description (Exhibit "A") on 8.5"x11" paper
 - One (1) copy of the 8.5"x11" plat/diagram showing the merged parcels (Exhibit "B")
 - One (1) legible copy of the vesting deed(s) of the parcels to be merged.
 - One (1) legible copy of each document referenced in the vesting deeds of the parcels to be merged.
 - One (1) copy of the APN map(s) that show all of the parcels to be merged as well as the adjoining parcels.
 - Area and/or closure calculations.
 - For legal descriptions that do not match the vesting deeds:* Written approval from your title company of their intent to insure the property described in the re-written legal description.

Lot Line Adjustments/Lot Mergers/Certificate of Compliances

7.3 Legal reference for requiring the APN be shown (Los Angeles County)

Government Code Section 27297.6. (a) Following adoption of an authorizing resolution by the Los Angeles County Board of Supervisors, the Los Angeles County Recorder may, within 30 days of recordation of a deed, quitclaim deed, or deed of trust, notify by mail the party or parties executing the document. **The recorder may require, as a condition of recording, that a deed, quitclaim deed, or deed of trust indicate the assessor's identification number or numbers that fully contain all, or a portion of, the real property described in the legal description. If the description contains more than one assessor's parcel, all assessor's parcels shall be indicated. The form of the entry shall be substantially as follows: Assessor's Identification Number ___-__-__.**

(b) This section shall not apply to the recordation of any document where the federal government, or state, county, city, or any subdivision of the state acquires title.

(c) The failure of the county recorder to provide the notice as permitted by this section shall not result in any liability against the recorder or the county. In the event that the notice is returned to the recorder by the postal service as undeliverable, the recorder is not required to retain the returned notice.

(d) Where the county recorder contracts with any party or parties for the performance of the processing or the mailing of the notice, or both, as authorized by this section, the contract shall be awarded by competitive bid. The county recorder shall solicit written bids for the contract in a newspaper of general circulation in the county, and all bids received shall be publicly opened and the contract awarded to the lowest responsible bidder. If the county recorder or his or her designee deems the acceptance of the lowest responsible bid is not in the best interest of the county, all bids may be rejected.

(e) This section shall become operative on January 1, 2015.