



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.

In order to subdivide an existing parcel or lot of land into new parcels or lots, or 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 to the satisfaction of the Planning Commission, the following facts:

- 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, 3rd 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 Community Development 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 and Zoning 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, property owner and property owners within 300 feet of the project area.
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 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, who 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.



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

For Community Development 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: _____

(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 parcel(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.

JUSTIFICATION

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

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

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

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:

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 ground water 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. Snapshots or polaroid photos will be accepted.
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.

Date

Signature

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.

Dear Applicant:

The following Party Disclosure Form is required by the State of California Government Code Section 84308 and has been prepared by the Legal Division of the Fair Political Practices Commission.

All applicants for City licenses, permits, or other entitlements, pending before any City Commission must complete the form and submit it with your application. Your application will not be processed unless the attached party disclosure form is complete.

Any questions or comments regarding the Party Disclosure Form should be directed to the Fair Political Practices Commission, 428 "J" street, Suite 800, Sacramento, CA 95814, (916) 322-5901.

PARTY DISCLOSURE FORM
Information Sheet

(Name of Board or Commission)

This form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement for use pending before_____. (Please see next page for definitions of these terms.)

Important Notice

Basic Provisions of Government Code Section 84308

- I. If you are an applicant for, or the subject of, any proceeding involving a license, permit, or other entitlement for use, you are prohibited from making a campaign contribution of \$250 or more to any commissioner/board member, his or her alternate, or any candidate for such position. This prohibition begins on the date your application is filed or the proceeding is otherwise initiated, and the prohibition ends three months after a final decision is rendered by _____. In addition, no commissioner/board member, alternate, or candidate may solicit or accept a campaign contribution of \$250 or more from you during this period.

These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholder as well.

- II. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed \$250 or more to any commissioner/board member, his or her alternate, or any candidate for the position during the 12 month period preceding the filing of the application or the initiation of the proceeding.
- III. If you or your agent have made a contribution to any commissioner/board member, his or her alternate, or any candidate for the position during the 12 month period preceding the filing of the application or proceeding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member, alternate or candidate returns the campaign contribution within 30 days of learning about both the contribution and the proceedings.

This form should be completed and filed with your application, or with the first written document you will file or submit after the proceeding commences.

Prepared by: Legal Division
Fair Political Practices Commission
428 "J" Street, Suite 800
Sacramento, CA 95814
(916) 322-5901
5/86

1. A proceeding involving “a license, permit, or other entitlement for use” includes all business, professional, trade and land use licenses and permits, and all other entitlements for use, including all entitlements for land use; all contracts (other than competitively bid, labor or personal employment contracts) and all franchises.
2. Your “agent” is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is also acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are “agents.”
3. To determine whether a campaign contribution of \$250 or more has been made by you, campaign contribution made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different commissioners, their alternates, or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438-18438.8 For more information, contact the Fair Political Practices Commission, 428 “J” Street, Suite 800, Sacramento, CA 95814, (916) 322-5901.

Prepared by: Legal Division
Fair Political Practices Commission
428 “J” Street, Suite 800
Sacramento, CA 95814
(916) 322-5901
5/86

(Name of Board or Commission)

To be completed only if contributions totaling \$250 or more have been made.

Party's Name: _____

Party's Address: _____

Street

City

State Zip Phone

Application or Proceeding
Title and Number: _____

Board or Commission Member(s) to whom you and/or your agent made campaign contributions totaling \$250 or more and dates of contribution:

Name of Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Name of Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Name of Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount(s): _____

Date: _____

Signature of Party and/or Agent

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 Community Development 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

Requirements for Tentative Map

Page 2

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 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. LA Co. 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 and tree wells, and street lights.

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

Request by Applicant to Receive Notification of Proposed Adoption or Amendment of Plans or Ordinances.

Pursuant to Government Code Section 65945, the applicant may make a written request to receive notice from the City of a proposal to adopt or amend any of the following plans or ordinances:

- 1) A general plan
- 2) A specific plan
- 3) A zoning ordinance
- 4) An ordinance affecting building permits or grading permits
- 5) A proposal to adopt or amend rules or regulations affecting issuance of development permits.
- 6) A proposal to adopt or amend regulation that affects the issuance of a development permit and that implements a statutory provision.

I/we would like to receive notification of:

For a period of _____. (Specify length of time.) I understand the fee for this notification is _____ and agree that this fee is to be collected at the time the application is submitted.

Applicant's Signature

Date

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.

YOUR APPLICATION INCLUDES A \$75.00 FEE TO POST THE REQUIRED DOCUMENTS WITH THE COUNTY OF LOS ANGELES.



**APPLICANT NOTICE
REQUIREMENTS FOR PUBLIC HEARINGS**

Applicants applying for discretionary permits requiring public hearings need to provide mailing labels for property owners within a 300 foot radius of the subject property. This includes applications for General Plan amendments, Conditional Use Permits, Zone Variances, Zone Changes, Tentative Tract/Parcel Maps, and Condominium Conversions.

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

Listed below are businesses, which can provide you with mailing labels for property owners within a 300 foot radius of the project site. This list contains the names of businesses we are aware of, and isn't meant to be inclusive or complete, or imply a recommendation of these providers. You may utilize any other business which provides the same service.

Susan W. Case

Ownership Listing Service
917 Gleneyre St., Suite 7
Laguna Beach, CA 92651
(949) 494-6105
(949) 494-7418
Web: www.susancase.com
E-Mail: orders@susancaseinc.com

Darla A. Hammond

T-Square Mapping Service
969 So. Raymond Avenue
Pasadena, CA 91105
(626) 403-1803
(626) 403-2972 Fax

Catherine McDermott

Ownership Listing Service
5595 Paseo Joaquin
Yorba Linda, CA 92686
(951) 699-8064

EZ Mapping Services

P.O. Box 661464
Arcadia, CA 91006
(626) 272-7979
ezmapping@yahoo.com

Hoover Architectural Group

Rex A. Hoover, AIA
800 East Wardlow Road, Suite E
Long Beach, CA 90807
(562) 595-8770
(562) 595-8701 Fax
rhover@hoover-architect-group.com

A M Mapping Service

Anna M. Smit
8001-B Archibald Ave., #4710
Rancho Cucamonga, CA 91730
(909) 466-7596
(909) 466-7595 Fax

Radius Map Service

Mark Jaworski
3837 E. 7th Street
Long Beach, CA 90804
(562) 464-5175
Cell (673-1753

L.A. Mapping Service

8062 Whitmore Street
Rosemead, CA 91770
(626) 280-8382
Voice Mail: (213) 371-7203

Szeto Stanley**GIS and Cartography**

879 W. Ashiya Road
Montebello, CA 90640
(626) 512-5050
Fax: (323) 838-0515

City Radius Maps**Robert Simpson**

300 East Bonita #3641
San Dimas, CA 91773
(818) 850-3382
Robert@cityradiusmaps.com

NotificationMaps.com

23412 Moulton Parkway, Suite 140
Laguna Hills, CA 92653
(866) PLAN.COM
sales@notificationmaps.com

Angeles Planning Group

225 South Lake Avenue, Suite 300
Pasadena, CA 91101
(323) 351-3961

Donna's Radius Maps

684 S. Gentry Lane
Anaheim, CA 92807
(714) 921-2921
ddradiusmaps@sbcglobal.net

N.P.S + ASSOCIATES

396 W. AVENUE 44
LOS ANGELES, CA 90065
(323) 801-6393
Web: npsassociates.com
contact.npsassociates@gmail.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.

CERTIFICATION OF CORRECTNESS

The attached list represents the names and addresses of all property owners located within 300 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