



CITY OF LOMITA
PLANNING DIVISION
TRACT MAP (SUBDIVISION) INSTRUCTIONS

A registered Civil Engineer or Licensed Surveyor must prepare the map. Although this is recommended for parcel maps, the requirement may be waived for tentative, but not final parcel maps.

Tract or parcel map number shall be obtained from the Los Angeles County Department of Public Works, Building and Safety/Land Development Division, 5th Floor, 900 So. Fremont Avenue, Alhambra, CA 91803, (626) 458-4930.

Tentative Maps Shall Have the Following Information

1. Tract or parcel map number in lower right hand corner.
2. Date, North point, scale and name of all owners. The North point should be at the top of the map.
3. Boundaries
 - (a) Approximate bearings and distances.
 - (b) Use heavy lines to define.
 - (c) Label with references to adjoining recorded maps or deed lines.
4. Legal Description of the Land – sufficient to define boundaries.
5. Lots – number each lot and show approximate dimensions, and where pads are proposed for building sites, the approximate finished grade.
6. Existing contours (approximate) within and adjacent to subdivisions.
7. Streets, alleys and public easements:
 - (a) Existing within and adjoining the subdivision. Show name, location, width, status and existing and proposed improvements, including drainage structures.
 - (b) Proposed – Identify by name of letter. Show location, width status and improvements.
 - (c) Curve radius.
 - (d) Rate of grade, drainage direction and water distribution.
8. Private Easements – Location, width and status for existing and proposed 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) Label and show approximate location and house numbers of those not to be removed.
 - (b) Show if within 50 feet of subdivision on adjoining land.
11. Grading Plan (preliminary), if grading indicated on Subdivision Application.
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 (1 Br., 2 Br., etc.) and comply with the Subdivision Map Act requirements for tenant notification of relocation fees and moving costs allocations. Submit a letter indicating that the tenants have been properly notified prior to submittal of the tentative map. Also submit schedule of rents.
 - (g) Building Permits (See “B10” above).
 - (h) Submit letter that tenants have been notified of the provision of Section 66452.9 of the Subdivision Map Act and submit a copy of the notification to the tenants as it is specifically worded in the Map Act.
16. Sewage Disposal – Location of any existing sewage disposal system which is proposes to remain in the division of land.
17. Trees – The approximately location of all trees standing within the boundaries of proposed rights-of-way.

18. Proposed Adjacent Development – If City staff determines that it is necessary, a generalized plan of proposed development adjacent to the planned lots showing compatibility of the planned lots with the existing and future development in the neighborhood.
19. The name and address of the subdivider.
20. The name, address and license or registration number of the person who prepared the tentative map or who directed the preparation of the tentative map.
21. The location of nearest fire hydrant, if located within 500 feet.
22. When a tentative parcel map is required by the State Subdivision Map Act or Lomita’s Division of Land Ordinance, the map should be titled in bold letters located in the lower right hand corner: “TENTATIVE MINOR LAND DIVISION” “MAP NUMBER (*)” (*assigned map number. See “B2” above.)
23. If the map is to adjust existing lot lines only, label map “LOT LINE ADJUSTMENT.”
24. If the map is a condominium, label map “FOR CONDOMINIUM PURPOSES.” If the project is the conversion of an existing building, label map “CONDOMINIUM CONVERSION.”

Submittal Information

1. Where – City of Lomita, Planning Department, 24300 Narbonne Avenue, Lomita, CA 90717 (310) 325-7110.
2. Maps – 50 prints and one (1) reproducible positive. Tentative maps shall be on one sheet and shall be on white background prints. The overall dimensions of the map should not be less than 18” x 26”, nor exceed 35” x 42”, as oversize maps may not be accepted. Maps should be folded no larger than 8 ½” x 14” with the map number showing on front. (Revised Map of an approved tentative map shall conform to these requirements.)
3. Subdivision Application – 50 copies.
4. Fee – \$6,316.70 plus Consultant Cost (\$4,639.70 plus Consultant Cost for Parcel Map). Environmental fees may apply. Cash, check or money order payable to City of Lomita.
5. Tax Bill – One (1) copy.
6. Environmental Impact Report – If required.
7. List of Owners – Submit on self adhesive labels two (2) lists, certified to be correct by affidavit of names and address of all persons shown on the latest assessment roll as property owners of record within a distance of 300 feet from the EXTERIOR boundaries of the proposed land division. (The City offers this service for a fee.) If the project is a condo conversion, also submit on gummed labels, two lists, certified to be correct by affidavit, of names and addresses of all tenants of the project.
8. Affidavit (Certified Property Owner’s List) – One (1) copy. (See above.)
9. Ownership Map – One (1) copy. Submit one (1) copy of a map indicating location of ownership within 300 feet of the subject property. This may be shown on an additional copy of the tentative map or on an assessor’s map book pages. (The City offers this service for a fee.)
10. Assessor Maps – Three (3) copies. Submit three (3) prints of the most recent Assessor Map Book page(s) covering the proposed division of land.
11. Affidavit (Existing Easements) – One (1) copy. Submit one (1) copy of an 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.
12. Building Permit (if condo conversion) – Two (2) copies. Submit two (2) copies of the building permit issued for the project. Copies of the certificate of occupancy may be submitted in lieu of the building permit.
13. Geological Report – If problems are anticipated, preliminary geological and soils reports should be submitted to the City of Lomita at the time of tentative map submittal. If not submitted along with the tentative map, the City Engineer may still determine such reports are required.
14. Environmental Documentation – One (1) copy when determined necessary by the City.
 - (a) Initial Study questionnaire – One (1) copy.
 - (b) Plot Plans where appropriate, with contours showing:
 - i. Grading (if indicated in the subdivision application) for proposed buildable sites, access and adjoining properties.
 - ii. Location, species name, size and condition of significant trees, or a letter indicating such trees are on the site.

NOTE: If the division of land qualifies for a Negative Declaration or is a Categorical Exemption, City staff will complete the necessary documents.