

## PARCEL MAP FILING INSTRUCTIONS

*The following information shall be submitted with the Parcel Map Application:*

1. Environmental Checklist and five (5) copies of the parcel map.
2. The following reports shall be included as part of the Parcel Map Application:
  - a. Subdivision development plan.
    - Development/Plot Plan** - showing all existing and/or proposed improvements on the property including the following:
      - Site address, north arrow and scale (no less than 1" = 40').
      - Overall dimensions of the entire property. Including total square footage of each use including, but not limited to, industrial, warehousing, and office uses.
      - Location, by dimension, and proper labeling of all:
        - Buildings and structures (existing and proposed).
        - Provided automobile parking, truck parking, and truck loading spaces as well as their relative required maneuvering areas.
        - Required automobile parking, truck parking, and truck loading spaces and truck maneuvering areas.
        - Driveways, alleys, and access ways, including driveway entrances (including the driveway width) to and from public streets.
        - Site drainage. Proposed drainage patterns and proposed changes in drainage.
        - Existing and proposed utility services.
    - b. Source, quality and an estimate of available quantity of water supply.
    - c. Location of existing public improvements, including utilities and fire hydrants.
    - d. Proposed street improvements and utilities.
    - e. Proposed method and amount of sewage disposal.
    - f. An estimate of electric power requirements.
    - g. Covenants and easements recorded or proposed to be recorded.
    - h. Proposed tree planting.
    - i. Preliminary soil report unless waived by city engineer.
    - j. A vicinity map (radius map).

*The vicinity map shall contain the following information:*

- 1) The location of lots within three hundred (300') feet of the perimeter of the new lots.
  - a. Complete property owner's address list from the latest available Los Angeles County Tax Assessor's Roll for all properties within a three hundred foot radius of the subject property on self-adhesive mailing labels.
  - b. Property Owner's List Statement completed by the person(s) who prepared said list stating that the list has been compiled from information obtained from the latest available Los Angeles County Tax Assessment Roll. This statement must be notarized.
- k. The tentative parcel map shall be accompanied by a current preliminary title report showing title to the property vested in the applicant (Ord. No. 1048, ' 5, Exh.A.)
- l. A statement signed by the property owner to the effect that all new lots to be created will be furnished with utility installations running separately to or from a main source of supply or disposal located in a public street, alley or easement (Ord. No. 1048 ' 5, Exh.A.)

3. **Fees:**

- a. Parcel Map, Tentative Map, Lot Line Adjustment or a Certificate of Compliance which contains four or less parcels or lots .....**\$4,350.00 application fee, \$75.00 County Clerk filing fee (total \$4,425.00)**
- b. If any of the above contain five or more parcels or lots .....**\$8,650.00 application fee, \$75.00 County Clerk filing fee, \$2,210.00 Fish & Game Section 711.4 filing fee (total \$10,935.00), plus any County Surveyor fees**

## PARCEL MAP APPLICATION

Parcel Map No.

Fee:

Location of Subdivision:

Number of Lots Proposed:

Total Acreage:

County Assessor Information

Book

Page

Parcel

### Property Owners:

Name

Address

Telephone Number ( )

Fax Number ( )

### Property Representative:

Name

Address

Telephone Number ( )

Fax Number ( )

**ENVIRONMENTAL CHECKLIST**

Date Filed: \_\_\_\_\_

**General Information:**

1. Name, address, and telephone number of developer or project sponsor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Address of project (location): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessor's Block and Lot Number (APN#): \_\_\_\_\_

3. Name, address, and telephone number of person to be contracted concerning this project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Indicate number of the permit applications 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 (Lot Size): \_\_\_\_\_
9. Square footage of Building(s): \_\_\_\_\_
10. Number of floors of construction: \_\_\_\_\_
11. Amount of off-street parking provided: \_\_\_\_\_
12. Attach plans: \_\_\_\_\_
13. Proposed scheduling: \_\_\_\_\_
14. Associated projects: \_\_\_\_\_
15. Anticipated incremental development: \_\_\_\_\_  
\_\_\_\_\_
16. If **retail** or **commercial**, indicate the type, whether neighboring, city or regionally oriented square footage of sales area, and loading facilities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. If **industrial**, indicate type, estimated employment per shift, and loading facilities. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. If the project involves a variance, conditional use permit application, state this and indicate clearly why the application is required. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are any of the following items applicable to the projects or its effects? Discuss on an attached sheet all items checked yes (attach additional sheets if necessary).

**YES NO**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 19. Change in pattern, scale or character of general area of project.                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. Significant amounts of solid waste or litter.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. Change in dust, ash, smoke, fumes or odors in vicinity.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Substantial change in existing noise or vibration levels in the vicinity.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. Site on filled land or on slope of 10 percent or more.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 24. Use of disposal of potentially hazardous materials, such as toxic substances, flammables or explosives. |
| <input type="checkbox"/> | <input type="checkbox"/> | 25. Substantial change in demand for municipal services (police, fire, water, sewage, etc.)                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 26. Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Relationship to a larger project or series of projects.   |

**Environmental Setting**

28. On an attached sheet, describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historic 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 acceptable.

29. On an attached sheet, 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.), and scale of development (height, frontage, set-back, rear yard, etc.). Attach photographs of the vicinity. Snapshots or Polaroid photos will be acceptable.

**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.

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(Signature)

Date

**PROPERTY OWNERS LIST STATEMENT**

The undersigned has duly prepared the attached "Property Owners List". The list includes all of the names, and respective addresses, of persons being owners of property any part of which is within 300 feet of the outer boundaries of the property in subject zoning case. This information is to be obtained from the latest available Los Angeles County Tax Assessment Roll.

This list was prepared on \_\_\_\_\_ from the Tax Roll maintained at \_\_\_\_\_  
(Name and Location of office)

It is understood that the accuracy and completeness of this list is the responsibility of the applicant.

Signed: \_\_\_\_\_  
(Person who prepared list)

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, before me the undersigned, a Notary Public in and for said County and State personally appeared \_\_\_\_\_ known to me, or proven to me to be the person that executed the within instrument.

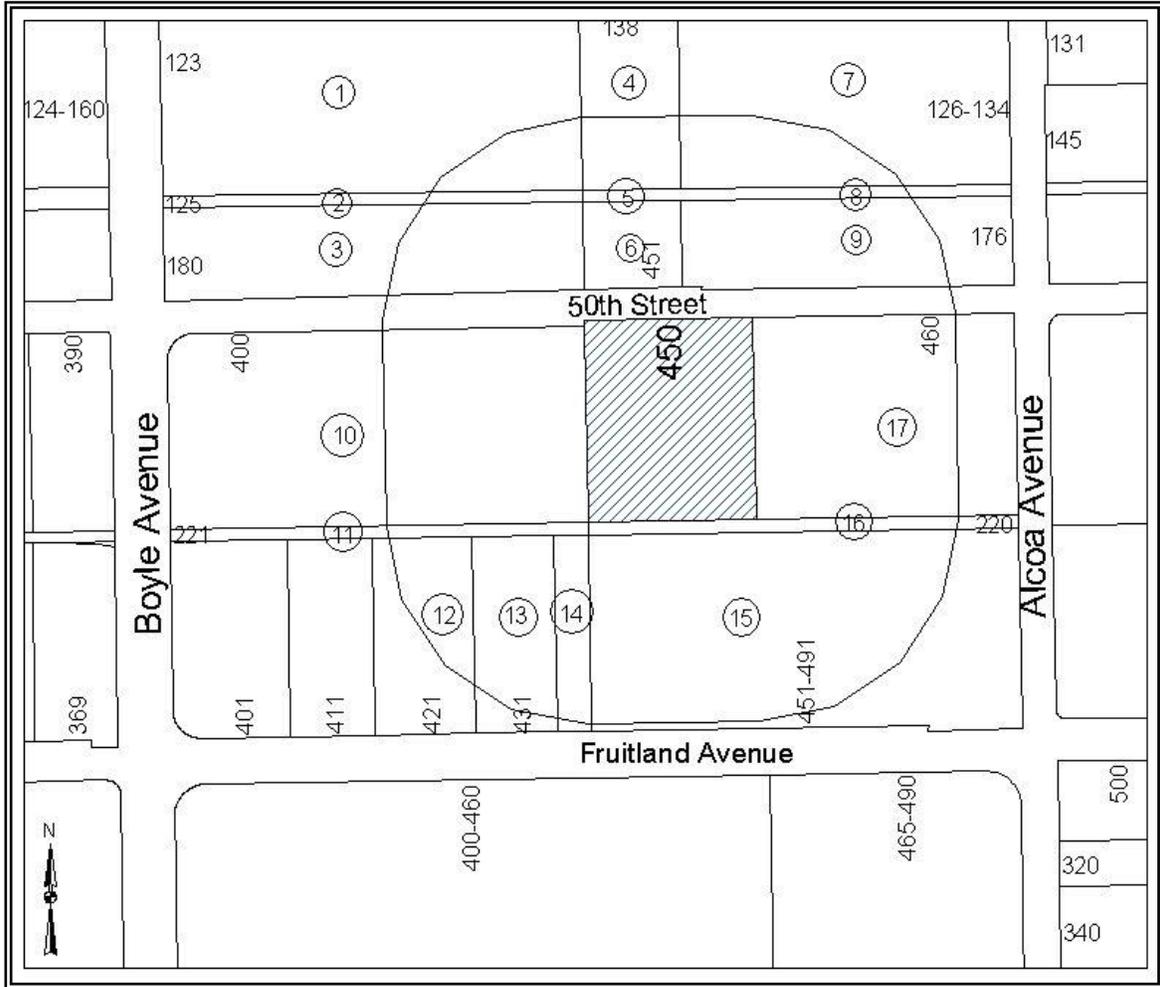
WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public in and for said County and State

My commission expires: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Applicant)

**Instructions for preparing radius maps for zoning case applications in the City of Vernon**



**The following information is required for all radius maps:**

1. Prepare the map to a scale of 1"=100'. Show all properties within a 300-foot radius from the exterior boundaries of the subject property. This map shall include information shown on the sample map, including:
  - 1) Streets
  - 2) Street Names
  - 3) Lot Lines
  - 4) Street Address
2. Locate subject property and crosshatch as shown on sample map.
3. Draw a 300-foot radius from each corner of subject property.
4. Mark each property within the 300-foot radius with a number in a circle as shown on sample map. These numbers must correspond to the names on the required property owners list prepared from the tax roll.
5. Show a North Point.