

To: Applicants Needing to Satisfy the Conditions for a Certificate of Compliance

**HERE ARE THE STEPS REQUIRED TO BEGIN THE CLEARANCE OF
RIGHT OF WAY CONDITIONS ON A CONDITIONAL
CERTIFICATE OF COMPLIANCE**

The Los Angeles County Department of Regional Planning (Regional Planning) is the authority that issues a Conditional Certificate of Compliance and the Certificate of Compliance (Clearance). The Los Angeles County Department of Public Works (Public Works) performs the service of preparing and recording the required easement conveyance documents and exhibits needed to dedicate or offer to dedicate public road right of way and public service easements when required in the conditions listed in the Conditional Certificate of Compliance. When initiating the process to clear a condition in a Conditional Certificate of Compliance issued by Regional Planning, please follow these steps:

1. Mail a request letter to:

Los Angeles County Public Works
Survey/Mapping & Property Management Division, 10th Floor
Right of Way Engineering Section, Unit 6
(Attention: Thu Truong)
P.O. Box 1460
Alhambra, CA. 91802-1460

If you prefer to visit in-person, the Public Works Headquarters Building is located at:

900 South Fremont Avenue, 10th Floor
Alhambra, CA. 91803-1331

Please bring an identification with a picture, check-in with Security personnel upon entering the building, and request directions to the Survey/Mapping & Property Management Division's public counter.

2. Please include the following items with your letter:

- A. A cashier's check or money order in the amount of \$626.00, payable to the County of Los Angeles. Please note the Certificate of Compliance number on the check or money order.
- B. A copy of your grant deed. If the property is held in a Trust, please provide a copy of it. You may provide the pages of the Trust clearly designating you as an Executor or Trustee, but it will be subject to our review for acceptability and sufficiency to complete this process.

- C. Either:
1. A copy of your Title Insurance Policy not older than 6 months from date of transmittal, OR
 2. A copy of your Title Insurance Policy older than 6 months together with a Preliminary Title Report not older than 6 months.
- D. All recorded deeds referenced in the Title Policy, the Preliminary Title Report, and in the grant deed.
- E. All recorded deeds of the same easement type (estate) as the one requiring dedication that are overlapping, abutting, or nearby.
- F. A copy of the Assessor's Map(s) showing your affected property(ies). The Assessor's Map will be found at: <https://portal.assessor.lacounty.gov/>.

After preparing the easement dedication document, we will mail it to you for your notarized signature and will include a self-addressed stamped envelope for you to return it to our office for review and recording. After recording the document, we will notify Regional Planning that the right of way dedication conditions have been satisfied. A copy of this notification will also be mailed to you.

Please note that the Conditional Certificate of Compliance may only be cleared through Regional Planning. When you receive the copy of our notification, we recommend that you contact Mr. Gary Fountain of Regional Planning at (213) 974-6458, for other items or conditions cited in the Conditional Certificate of Compliance and to receive additional instructions for processing a Certificate of Compliance (Clearance).

EXPLANATION OF A CONDITIONAL CERTIFICATE OF COMPLIANCE

BACKGROUND:

Los Angeles County Code, Title 21, Chapter 21.60, Certificates of Compliance-Notices of Violation supplements California Government Code Sections 66499.34, 66499.35, and 66499.36 and authorizes Regional Planning to determine the legal status of parcels of land. Where the Director of Regional Planning issues a Certificate of Compliance with conditions requiring the dedication or an irrevocable offer of dedication by separate instrument, Chapter 21.60 serves as the guide. California Government Code Section 7050 provides the definition of an irrevocable offer of dedication. Regional Planning's Questions and Answers Sheet concerning Certificates of Compliance is enclosed or may be accessed at:

www.planning.lacounty.gov/assets/upl/apps/certificate-of-compliance-eng_info.pdf.

The location of the Regional Planning office that determines and issues Certificates of Compliance and Notices of Violation is:

Address: Department of Regional Planning
Subdivision & Enforcement Section, Room 1341 (13th Floor)
Hall of Records
320 W. Temple Street
Los Angeles, CA 90012
Telephone: (213) 974-6458

PROCESSING FEES:

Fees are payable to the County of Los Angeles and are charged separately by Public Works and Regional Planning to process a Conditional Certificate of Compliance.

The fees are to be paid in two installments:

- (1) \$626.00 for the preparation of document(s) complying with the requirements for dedications or offers of dedications and appurtenant rights to the County of Los Angeles.
- (2) \$544.00 for the preparation and recording of a “Clearance of Conditions” document, which can only be submitted to the Subdivision Research & Enforcement Section, Department of Regional Planning, Room 1341, 13th Floor, 320 W. Temple Street, Los Angeles, CA 90012. (213)974-6458.

ADDITIONAL CONTACT INFORMATION:

If you have additional questions or need further information, please call Ms. Thu Truong of the Los Angeles County Public Works at (626) 458-7106 or by email at TTru@pw.lacounty.gov during the hours of 7:00 a.m. to 5:00 p.m. from Monday through Thursday.



QUESTIONS & ANSWERS

About illegal parcels in unincorporated Los Angeles County

WHAT IS AN ILLEGAL PARCEL?

In general, an illegal parcel is one that was divided without having been formally reviewed and approved by the appropriate county agencies. In other words, the parcel has been illegally subdivided from a larger parcel. In such cases, the County is required to record a Notice of Violation (NOV) and notify the property owner of the illegal status. The laws, which apply to this area, are the State Subdivision Map Act and the Los Angeles County Subdivision Ordinance.

WHAT DOES IT MEAN TO HAVE AN ILLEGAL PARCEL?

It means that no building permit may be issued until the violation is corrected. In addition, a Notice of Violation is a recorded document and therefore it serves to notify any subsequent purchaser, through the title report, of the illegal status of the property.

WHY IS THE COUNTY SO CONCERNED ABOUT MY "ILLEGAL" PARCEL?

State law requires that Los Angeles County, along with other counties and cities, regulate and control the subdivision of land. In this way streets, drainage, sewage disposal, fire access and other factors associated with good subdivision planning can be provided for.

HOW DID THE COUNTY FIND OUT ABOUT MY ILLEGAL PARCEL, SINCE IT IS SUCH A LARGE COUNTY?

There are a number of sources of information which lead to the discovery of illegal land divisions. Most of the information comes from the Tax Assessor's records. The County has land division specialists who are trained in title searching and other facets of determining illegal subdivision activity. Any fact that makes us aware of even ONE illegal parcel in any given area can, upon investigation, lead to a "chain-reaction" involving ALL of the parcels that were illegally created in that area.

MY PARCEL IS SHOWN AS A SEPARATE NUMBERED PARCEL ON THE ASSESSOR'S MAP. WHY DO YOU SAY IT IS ILLEGAL?

The Assessor assigns numbers to parcels for appraisal and tax purposes only. The Assessor is not directly involved in the process of approving proper subdivisions and must recognize separate ownership and separate tax bills even if the land has been illegally divided.

BUT THE PERSON WHO SOLD IT TO ME IS THE ONE WHO BROKE THE LAW; I DIDN'T DO ANYTHING WRONG. WHAT CAN BE DONE ABOUT IT?

In some cases, it may be possible to void the sale and recover costs and damages. However, this is a complicated legal matter and you should seek advice from an attorney

experienced in land division law. People who engage in illegal subdivision activity are subject to prosecution within certain time limits of the dates of occurrence. The Department of Regional Planning refers such cases to the District Attorney's Office for action.

WHAT CAN I DO TO LEGALIZE MY PROPERTY?

In most cases, one can apply for a Certificate of Compliance. This assumes of course, that other factors are OK, such as zoning and lot size. Before submitting such an application, you should check with the Department of Regional Planning. Through the Certificate of Compliance, you MAY be asked to provide the improvements (e.g. roads, water) that would have been required had it been legally divided. Once those requirements have been determined, a Conditional Certificate of Compliance is recorded. After these conditions are met and you have acquired your Building Permit, you will then be able to build on your parcel.

WHAT IS A "CERTIFICATE OF COMPLIANCE"?

A "Certificate of Compliance" (CC) is a recorded document certifying a parcel as complying with state and local land division laws. A person who receives a Notice of Violation or any owner who is trying to establish the legality of their parcel can apply for it.

MUST I FILE FOR A CC NOW?

No. If you have no current plans to build or sell, you may choose to wait until a later date to "legalize" your parcel. No penalty is imposed.

WILL THE COUNTY PROSECUTE ME OVER MY "ILLEGAL" PARCEL?

Rest assured that Los Angeles County intends to try and HELP its law-abiding citizens. There are many innocent purchasers of illegally subdivided parcels. All that the County is now trying to do is assure safe and orderly development.

WHY DIDN'T THE TITLE COMPANY TELL ME MY PARCEL WAS ILLEGAL?

Title companies only assure ownership and not how the property can be used. They may ask the County for verification that a title transfer meets requirements of subdivision laws and ordinances, but this has not been their common practice in the past.

HOW DO I APPLY FOR A CERTIFICATE OF COMPLIANCE?

Forms and instructions are at our Los Angeles office and in our field offices. They may also be downloaded from the Planning Department website: <http://planning.lacounty.gov>. Applications submitted through the mail cannot be accepted. All applications must be submitted at our Los Angeles office or one of our field offices. There is a fee. For additional information or questions, please contact us at:

Land Division Research and Enforcement
320 West Temple Street, 13th Floor
Los Angeles, California 90012
(213) 974-6459