



CITY OF
ARCADIA

TPM _____

TENTATIVE PARCEL MAP APPLICATION

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):

PROJECT ADDRESS _____

ZONE CLASSIFICATION _____

APPLICANT(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

PROPERTY OWNER(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

**DATE OF STRUCTURE
CONSTRUCTED/AGE:** _____

**NUMBER OF UNITS TO BE
DEMOLISHED:** _____

SUBJECT TO CERTIFICATE OF DEMOLITION: ☐ YES ☐ NO

*****PLEASE ANSWER THE QUESTIONS ON PAGE 2*****

**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL
THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

DATE FILED _____ RECEIPT NO. _____ PAID _____ RECEIVED BY _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. What is the proposed use? State exactly what is intended for the property.

2. Total area of parcel(s) included in this application

3. Total number of lots to be created (if condominium, list number of units)

4. Area(s) of new parcel(s) -- square footage

1.

2.

3.

5. Engineer or Surveyors

Name:

Address:

Telephone No.
(Daytime):

Email:

FILING REQUIREMENTS

Note: Incomplete applications will not be scheduled for a public hearing. If it is determined after an application is filed that further information is necessary, a hearing will not be scheduled until said information is provided and the application deemed complete. To ensure that your application package is ready for review, please check-off the boxes next to the required application materials.

- ☐ Completed application form
- ☐ An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners, and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- ☐ Environmental Information form
- ☐ Filing Fee \$1,637
- ☐ **Two separate checks** in the amount of \$25.00 **each** payable to the Los Angeles County Recorder.

These fees are charged by the County for the filing of the "Public Hearing Notice/Notice of Intent" and "Notice of Determination/Certificate of Fee Exemption" for your project. Your project is not operative, vested, or final until the handling fee is paid to the County and the documents are filed.

If your project is denied, the above-mentioned check will be returned to you.

- ☐ A radius map and mailing list:
 - ☐ A 300-foot radius map and a mailing list in an Excel format and one set of labels. The mailing list must be in an Excel format and saved on a USB drive. Each lot must be consecutively numbered to correspond to the property owners list, map, and Excel spreadsheet.

The spreadsheet must identify the following fields: 1) Assessor's Parcel Number; 2) Property Owner's Name; 3) Mailing Address; 4) City, State, and Zip Code. Each column heading must be in the same order as listed above.

The names and addresses of current property owners may be obtained at the Los Angeles County Assessor's office.

Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, labels and electronic address list on an Excel spreadsheet on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.

- ☐ On a **separate** label sheet, provide 3 labels each for the property owner, applicant, architect, and contractor.
- ☐ Plans/Elevations: **Two (2) full sized plans, two (2) reduced copies at 11" x 17", and** digital file in PDF on a USB. The full-sized plans (site plan, floor plans, elevations, roof plans, and landscaping plan) must be drawn to scale and dimensioned to show the following:

- Scale, north arrow, parkway width, and street address
 - All existing and proposed structures. The building and setback areas shall be clearly dimensioned.
 - Description of types of materials, colors, treatment, etc.
 - Mechanical equipment and easements
 - Location of all landscaped areas and the type of trees and sizes (to remain or proposed to be removed).
- ☐ Photos of the subject property, as viewed from the street, sides, and rear yard area, and the surrounding dwellings: two on each side, and the five across the street.
 - ☐ Materials and colors sample board (8½" x 11") and brochures of the doors, windows, fixtures, and other architectural elements. All proposed exterior colors must be identified with actual color chips with manufacturer and code specifications.
 - ☐ Photographs of the property involved on a scale large enough to illustrate the subjects under discussion
 - ☐ Renderings, on a scale large enough to illustrate the subjects under discussion are always helpful and are suggested as exhibits with this application
 - ☐ Digital file on a USB of all the items listed above, including a material and color board.

AFFIDAVIT

STATE OF CALIFORNIA
CITY OF ARCADIA
COUNTY OF LOS ANGELES

I, _____ hereby certify that the
(print name)

attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles, within the area described on the attached application and for the required distance of notification from the exterior boundaries of the property described on the attached application. I also certify that the subject site described on the attached application contains no illegal lot splits or other divisions of land not specifically authorized by the City of Arcadia.

I certify under penalty of perjury that the foregoing is true and correct.

Signature: _____

Date: _____