

HIGHWAY DEDICATION

6.4 How to Apply for Highway Dedication

1. Job Location

The first step in determining highway dedication requirements is to identify the location where the work will be performed. The work location is identified by the customer and confirmed by City staff. City staff use Navigate LA (<http://navigatela.lacity.org>) to identify the legal description of the parcel. This information is matched to the permit address database.

2. Process

(a) Apply in person

Go to the District Office in which the project is located (See Section 3 of this Manual for locations) and request the highway dedication counter. If a Building Permit application has been submitted, make sure to have the number with you. If an application has not been submitted, give the permit staff sufficient information about your project to make the determination. This includes address, type of construction, and the zoning of the lot. Also indicate whether the proposed project has a discretionary action (Zoning Administrator case, Conditional Use Permit, a new Tract or Parcel Map, etc.)

If it is determined that the property is not subject to LAMC Section [12.37](#), the Highway Dedication clearance of the B&S Application will be issued or the applicant will be told that no dedication is required.

(b) Submit fees and documentation

If the property is subject to the highway and collector street dedication and improvement requirements, the applicant must pay the investigation fee and real estate transfer documents fee (dedication processing fee), and submit a current copy of an original preliminary Title Report/Title Insurance Policy showing current ownership and encumbrance (issued within the previous six months), along with a copy of the Building Permit Application. All written correspondence will be sent to the address on the Building Permit Application. Please make sure this is the address is the correct address for correspondence.

Any Title Reports or Title Insurance Policies issued more than six months before the date of submittal must be accompanied by a current Lot Book Report, which is obtainable from any Title Company. If the property involved has a lessee or partnership, the contract or agreement between the lessee or partnership must be submitted along with the Title Report/Title Insurance Policy.

HIGHWAY DEDICATION

The fees for highway dedication and investigation are not refundable after the engineering services have been rendered and the documents have been signed by the owner and recorded with the county.

(c) Determination of improvements

If the existing right-of-way is not improved or if existing improvements do not meet City standards, the applicant may be required to construct improvements such as roadway, curb, gutter, and sidewalk. If the existing right-of-way is fully improved, the required improvements may include repair and/or replacement of sidewalk, planting of trees, installation of tree well covers, construction of driveway approaches, and filling in the dedicated area with concrete. The District office will perform a field investigation and determine what improvements are required. A letter will then be sent to the applicant describing the required dedications and improvements.

(d) Document processing

After the applicant submits all required information, the BOE will write the legal description for the proposed dedication and prepare real estate documents for the property owner, beneficiary, and any person/company who have a vested interest in the property to sign and properly notarize. Two copies of these documents will be sent to the applicant.

The applicant must properly sign and notarize the documents and return them to the District Office. The BOE will then complete the remainder of the process, which involves sending copies to be recorded, getting City Planning and City Council approval, and getting the final documents recorded with the County of Los Angeles.

(e) Construction of Improvements

After the applicant submits the signed and notarized documents, the BOE will clear the Building Permit Application and the applicant can begin construction of the improvements. However, an A-Permit or B-Permit must be obtained before any work can begin. See Section 4 and Section 5 for applicability and details on how to apply.

Once the Contract Administration Inspector of the Department of Public Works has verified the satisfactory completion of the improvements, the BOE will issue the Certificate of Occupancy clearance at the appropriate permit counter (Sewer, A-permit, or B-Permit Counter).