

HIGHWAY DEDICATION

6.5 How to Process a Highway Dedication

The following list of items has been prepared for use by BOE staff to process a highway dedication.

Determination of Applicability Under LAMC Section 12.37

- (a) Confirm the zone. If the project is zoned R1, R2, RE or RA and there is no indication of a zone change pending, issue the Highway Dedication clearance for the B&S application and state exempt in the computer.
- (b) If the existing zone is R3 or less restrictive (i.e., commercial or industrial), determine the project address and verify the designation on the General Plan of Street and Highway Designation Map or through the computer using Navigate LA. If the street is designated as a local street, and the property does not also front a secondary or major highway, sign off the clearance on the B&S permit application and state exempt in the computer. If dedication is required, do not sign off the clearance. Hand out the Highway Dedication Procedures document and describe the required fees and documents to clear the B&S application.
- (c) If the property in question is designated at R1 or R2, but the proposed structure indicates that it is going through a zone change, indicate on the permit application “No highway dedication is required under LAMC Section 12.37 because of existing zone. However, dedication will be required under the zone change if the street is substandard.”
- (d) If the applicant indicates that the proposed project has a discretionary action (ZA, CPC, TRACT, CUP), then check with the Land Development Section to make sure the dedication has been completed and make sure that a bond has been posted with the B-permit Section for the required improvements. If these two conditions have been met, then sign off the highway dedication clearance of the B&S application. If not, then direct customer to Land Development Section to initiate the appropriate process.
- (e) If the lot size is less than 5000 square feet, then no dedication will be required. The amount of dedication will be such that it will not reduce the area of the lot to less than 5000 square feet. Also, limit the amount of dedication so that the total width of a lot is not less than 50 feet. Public Works improvements may still be required. Do not sign off the clearance of the B&S application until the improvements have been completed or a bond has been posted to guarantee the completion of construction.

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Determination of Dedication

- (a) Make a copy of the building permit application that shows the owner's name, address, legal description, zone, and proposed construction.
- (b) Determine the required dedication based on the Standard Street Dimensions, Standard Drawing S-470-0, dated October 1999. In no event shall such dedication reduce the lot below a width of 50 feet or an area of 5,000 square feet.
- (c) Make a copy/print of the district map and sketch the proposed dedication.
- (d) Make sure the date of the title report being submitted is less than 6 months from the present date.
- (e) Have the applicant write down his/her mailing address on the slip provided. If the address is different from the address on the Building Permit Application, then request the correct mailing. This is required for mailing the documents that will be prepared by BOE.
- (f) Write out a receipt form and collect the necessary fees, then hand deliver the receipt and fee to the BOE cashier for processing. Leave a copy of the receipt in the file and give the original receipt to the applicant.
- (g) Inform the applicant that we will write the legal description for the proposed dedication and prepare real estate documents for the property owner to sign and properly notarize. The applicant will also be notified of the required improvements.
- (h) After the documents are collected, fill out the status form from the computer with the pertinent data. Print the status form and place in the file.
- (i) Do not clear the B&S Building Permit Application as "approved" until the dedication and improvements are completed.

Determination of Improvements

- (a) Prepare a site investigation form.
- (b) Perform a field investigation to determine necessary improvements such as repair and/or replacement of broken and offgrade sidewalk, construction of driveway approach, constructing sidewalk over dedicated area, installing tree well covers, etc.
- (c) If the property is a corner lot, construction of an access ramp at the corner will be a required improvement.

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- (d) Open the status form on the computer and fill in the Improvements section with the information obtained from the field investigation.

Documentation

- (a) Write a letter to the applicant stating the required dedication and improvements.
- (b) If the applicant has submitted the Real Estate Transfer Document Fee (Highway Dedication Fee), prepare the Real Estate documents for signature and notarization. Make two copies of the original documents. Put one copy in the file and send the other copy, along with the original, to the applicant.
- (c) When the applicant submits the properly signed and notarized documents, send the original and a copy to the Real Estate Section for recordation. The Irrevocable Offer to Dedicate document will be stamped with an instrument number and dated by the Los Angeles County Recorders Office. This document will be mailed back to BOE by the Real Estate Section after it has been recorded.
- (d) The recorded document should be noted in the status form for office record. Write down the date it was recorded and the instrument number.
- (e) Prepare a Resolution for the Department of City Planning approval. The instrument number and date of recordation will be incorporated into the Resolution form.
- (f) Mail the Resolution, a Planning memo that includes which Planning District the project is located in, and a District Map to:

Department of City Planning

200 N Spring Street, Mail Stop 395

Attn: Gabriele Williams

- (g) The Department of City Planning should send back the original Resolution and District Map with an attached Department of City Planning Recommendation Report. The package should be returned to BOE within 50 days, per LAMC Section 15D. If the documents are not returned within 50 days, an Accelerated Review C document should be initiated.
- (h) After the Department of City Planning has approved the resolution (or not responded for at least 50 days), prepare an Accelerated Review C package. This package shall include the Resolution, Approval for Accelerated Processing Direct to City Council, the District Map, and the Department of City Planning Recommendation Report, if applicable.

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- (i) District Engineer may sign the resolution for the City Engineer.
- (j) Send the package to the Administrative Division for City Council approval. Make a note in the Status Form regarding the date it was sent to the Administrative Division.
- (k) Once the City Council approves the Resolution, the document will be sent to the Real Estate Section for recordation in the County of Los Angeles. After recordation, a copy will be mailed to the BOE District office for the file.

Certificate of Occupancy Sign Off

The highway dedication clearance for the Certificate of Occupancy can be issued prior to the completion of the documentation, provided the following conditions have been met:

- (a) All Investigation and Highway Dedication Fees have been paid;
- (b) The Contract Administration inspector has verified the satisfactory completion of the improvements; and
- (c) The applicant has already obtained clearance from the Sewer Counter, A-permit Counter, and B-Permit Counter, as applicable.