



- L. Location and width of areas subject to inundation from floods, or location of structures, and other permanent physical features;
- M. Description of the exterior boundaries of the subdivision;
- N. Location and width of all existing or proposed public or private easements;
- O. Classification of lots as to proposed residential, commercial, industrial or other uses;
- P. Elevation of sewers at proposed connection, if sewers exist;
- Q. Approximate radii of curves;
- R. Contours shall be shown drawn to intervals prescribed by the city engineer;
- S. A map of the area in which the proposed subdivision is located outlining the proposed subdivision on that map, and showing lot size and layout of existing lots within said area. (Ord. 667 § 2 (part), 2006)

The following items are required to submit for a Tentative Parcel Map:

- Completed Tentative Parcel Map application
- If there are existing structures at the site, provide completed lot coverage sheets for each proposed site.
- A copy of the latest recorded grant deed is required if ownership has recently changed.
- If the record owner of the project site is not a private individual, Articles of Incorporation or proof of authorization is required to sign as record owner.
- Provide two (2) copies of the Tentative Parcel Map.
- Provide two (2) copies of the latest Assessor's Map with the entire project site highlighted.
- Provide a minimum of four (4) different printed color photos of the project site. No aerial photos.
- Provide an affidavit of easements.
- Provide a notarized disclosure affidavit.
- Provide completed ownership and consent affidavit.
- Provide \$4,000 deposit fee. Additional fees may be required. You will be notified of this condition.
- Additional fees and materials may be required for the processing of the project.

TENTATIVE PARCEL MAP APPLICATION

Assessor's Parcel Number: \_\_\_\_\_

Property Address(es): \_\_\_\_\_

Describe the proposed land division: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant/Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

  
**Staff Use Only**

Date: \_\_\_\_\_ Misc. Receipt #: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Application Number: \_\_\_\_\_

Zone: \_\_\_\_\_ Land Use: \_\_\_\_\_

Project Approved/Disapproved by: \_\_\_\_\_ Date: \_\_\_\_\_



*City of Palos Verdes Estates*  
*Request for Preparation of Mailing Matrix for*  
*Planning Application*

Fee Paid: \_\_\_\_\_ MR #: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Application No.: \_\_\_\_\_

Project Address: \_\_\_\_\_

APN (required for vacant lots): \_\_\_\_\_

Once you have submitted this request for preparation of a mailing matrix, City staff will prepare the pertinent documents, according to City standards and provide a copy for you.

How do you wish to be notified when the mailing matrix is ready?

Call me and I will pick it up. Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

Mail it to me. Phone: \_\_\_\_\_

Name and Address: \_\_\_\_\_

\_\_\_\_\_

Fax it to me. I will be responsible for printing it on labels.

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_

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*For Staff Use Only*

Mailing matrix prepared

Date: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Applicant contacted/ package mailed

Date: \_\_\_\_\_ Staff initials: \_\_\_\_\_

**DISCLOSURE AFFIDAVIT**

This is to affirm that the undersigned is/are the record owner(s) and/or applicant(s) of the real property located in the County of Los Angeles, State of California that is legally described as: \_\_\_\_\_

\_\_\_\_\_

Address : \_\_\_\_\_ Assessor Parcel No(s): \_\_\_\_\_

and that, I/we have not subdivided any contiguous properties, and do not have any family, corporate or business relationships (including stock or share ownership) or agreements with owners or subdividers of contiguous properties or have not built on such contiguous lot or parcels. (Insert exceptions here): \_\_\_\_\_

\_\_\_\_\_

I/We understand that the purpose of this disclosure is to reveal any circumstances which could result in a violation of the California Subdivision Map Act, ordinances relating to building in Hillside Management areas and/or Significant Ecological Areas identified in the County of Los Angeles General Plan adopted on November 25, 1980.

I/We declare under penalty of perjury that I/we have reviewed this Affidavit and that the information furnished is true and correct.

Signature(s) to be signed by all record owner(s) and applicant (For additional names, please use a separate sheet of paper):

Print: \_\_\_\_\_ Sing: \_\_\_\_\_  
Print: \_\_\_\_\_ Sign: \_\_\_\_\_  
Print: \_\_\_\_\_ Sign: \_\_\_\_\_  
Print: \_\_\_\_\_ Sign: \_\_\_\_\_

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

On \_\_\_\_\_ before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) \_\_\_\_\_ subscribed to the within instrument and acknowledged that \_\_\_\_\_ executed the same.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Name (typed or printed)

(This area for official notary seal)

## AFFIDAVIT OF EASEMENTS OF RECORD

TENTATIVE MAP NO.: \_\_\_\_\_

STATE OF CALIFORNIA  
COUNTY OF LOS ANGELES

I, \_\_\_\_\_, declare under penalty of perjury that all easements of record, (as shown on Preliminary Title Report No. \_\_\_\_\_ dated: \_\_\_\_\_ furnished to this office by (company name): \_\_\_\_\_) are shown on the Tentative Map No.: \_\_\_\_\_ and that if the easements are blanket or indeterminate in nature, that a statement to that effect has been placed on the tentative map. The purpose and ownership of all easements are also stated.

Executed at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Signature of Owner/Subdivider/Agent required):

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

NOTE: The use of that portion of the affidavit in brackets is optional and may be deleted.